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SAN FRANCISCO CIVIL SERVICE COMMISSION

(RETITLED AND  
AMENDED)

CLASS TITLE: ASSISTANT BUSINESS MANAGER,  
RECREATION AND PARK DEPARTMENT

CODE: 3102

CHARACTERISTICS OF THE CLASS:

Under general direction, performs difficult and complex professional budgetary and accounting work; assists the Business Manager in the supervision of various units assigned to the business division; signs personnel requisitions, payroll documents, requests for transfer of funds and other documents; and performs related duties as required.

Requires responsibility for: Supervision of the handling of considerable amounts of cash receipts; personal contact with departmental employees, those of other city departments, and operators of concessions at recreational facilities; making required records and reports on budgetary and fiscal matters; assisting in developing the annual budget.

EXAMPLES OF DUTIES:

1. Compiles budgetary information for the departmental annual budget request.
2. Issues instructions to and occasionally supervises operations of the various sections of the business division such as commissary units, personnel section, yacht harbor, stenographic sections and accounting sections.
3. Represents the Business Manager during vacations and other absences; supervises preparation of and signs all vouchers and documents for the Commission in absence of the Commission secretary.
4. Signs papers and documents on behalf of the department, such as timerolls, personnel requisitions, revolving fund checks, civil service and other documents.
5. Makes special investigations and reports as directed.
6. Devises and installs new or revised business systems.
7. Makes detailed audits of certain funds and concessionnaires.
8. Prepares leases, agreements, ordinances and resolutions for submission to proper authorities.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college of university, with a baccalaureate degree, with major course work in accounting.

Requires at least five years of progressively responsible professional experience in governmental accounting; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a considerable knowledge of principles and practices of governmental accounting and budgetary operations, business law, currency handling and other phases of business activity.

Requires ability to use tact and sound judgment in dealing with staff members, other departments and outside parties regarding the various functions of the business division; supervise work of subordinates.

PROMOTIVE LINES:

To : 1654 Principal Accountant

From: 1652 Senior Accountant

3 1223 06447 5263

CLASS TITLE: BUSINESS MANAGER, RECREATION  
AND PARK DEPARTMENT

CODE: 3104

CHARACTERISTICS OF THE CLASS:

Under administrative direction, has charge of and is responsible for all business affairs of the recreation and park department, including budgetary, accounting and fiscal matters as well as procurement, operational contract negotiations, personnel, and other related administrative responsibilities within the department; and performs related duties as required.

Requires major responsibility for: the interpretation, enforcement, execution and coordination of the policies, methods and rules of the recreation and park department relating to the administration of business, fiscal or related matters; achieving economies or preventing considerable losses through the exercise of efficient budget control and through the handling, accounting for and authorizing of the expenditure of large sums of money subject to administrative approval; frequent important personal contacts involving difficult negotiations with representatives of outside interests; appearances before the board of supervisors and its committees, and contacts with the officers and employees of other city departments; the establishment and maintenance of a variety of financial records, budget preparation, preparation of business contracts, the collection and analysis of data, and the submission of detailed and complex reports on business, accounting and budgetary operations.

EXAMPLES OF DUTIES:

1. Supervises or establishes and maintains all prescribed books of accounts and prepares therefrom all necessary operating and financial statements for the department in accordance with requirements established by the controller's office.

2. Sets up auxiliary accounting and/or fiscal records and reports necessary for the proper recording and audit of revenues realized by the department through the private contracting of concessions, including inventory control, purchasing procedures, cash records and personnel; personally audits concessionaire's accounts which amount to \$250,000 annually.

3. Supervises or prepares all contracts between the department and concessionaires to operate activities under the supervision and control of the department; reviews all bids to operate concessions and recommends acceptance or rejection to the recreation and park commission.

4. Is responsible for the management of kezar stadium and candlestick park, which includes leasing, maintenance of properties and fiscal control.

5. Supervises preparation of the annual budget for the department; estimates revenues from all activities for ensuing fiscal year as part of the budgetary process; advises recreation and park commission regarding the inclusion or exclusion of requested budgetary items; prepares supplemental appropriation requests as indicated by the needs of the service.

CLASS TITLE: BUSINESS MANAGER, RECREATION  
AND PARK DEPARTMENT  
(Continued)

CODE: 3104

6. Has charge of and is responsible for the personnel assigned to the office, commissary or revenue units, and camp mather.

7. Is responsible for the expenditure of bond funds and sets up accounting records for control of such funds.

8. Develops a long-range capital improvement program for the department and presents it to the commission for approval.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in business administration, accounting, economics, or political science.

Requires eight years of progressively responsible governmental accounting experience, including two years in a responsible administrative capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: the theories, techniques, methods and equipment used in modern office and fiscal management, including cost and municipal accounting, budget preparation, analysis and control, and personnel administration; business law, particularly as applied to contracts, leases and property; laws, ordinances and charter provisions pertaining to the operations of the recreation and park department; departmental organization and operations of the city, and particularly of the recreation and park department.

Requires ability to: analyze, control and direct the management of business, financial and budgetary operations; establish and maintain effective working relationships with the officers and personnel of the recreation and park department and other city departments, and with general public; represent the recreation and park department before the board of supervisors and its committees; write and speak effectively.

PROMOTIVE LINES:

To: No Normal Line of Promotion

From: Principal Accountant

***City and County of San Francisco  
Department of Human Resources***

**3110 Secretary, Recreation and Park Commission**

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**Definition:** Serves as Secretary to the Recreation and Park Commission, liaison for the Commission to the Recreation and Park Department staff, other City and State agencies, the public and the press; analyzes and offers recommendations in regard to Department operations; and advances and pursues items of special interest on behalf of the Commission related to community and civic concerns.

**Supervision Exercised:** Supervises subordinate clerical staff

**Examples of Important and Essential Duties:** According to Civil Service Commission Rule 9, the class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed.

1. Supervises the preparation and the distribution of agendas, notices, minutes and resolutions of the Commission.
2. Coordinates department staff in the preparation of reports, records and agendas.
3. Manages the records of meetings and official actions of the Commission.
4. Reviews and provides an analysis of leases, resolutions, contracts and other items.
5. Reviews, certifies and signs Commission documents and resolutions.
6. Responds to all Commission requests, oversees and directs department staff on all requests for public information.
7. Directs and follows up with departmental staff to insure that Commission-directed actions are executed properly.
8. Provides in a timely manner information to the public, governmental officials and the press concerning policies and action of the Commission.
9. Works closely with the City Attorney's Office on the preparation of legislation and in researching other confidential matters.
10. Briefs Commission members on agenda items and may provide analyses on items under consideration by the Commission.
11. As custodian of Commission records, responds to and directs staff to respond to subpoenas for information.
12. Maintains liaison with the Commission members to facilitate the flow of information needed by them to carry out their functions.
13. Serves as spokesperson for the Commission at the Mayor's Office, the Board of Supervisors and other departments as directed.
14. Directs the preparation of and reviews and maintains important legal and technical reports and records; directs office staff in the preparation of reports.
15. Manages and coordinates Commissioners' activities including events within the Department and the City.
16. Upgrades and supervises maintenance of Commission files, agendas, minutes etc. to make available on computer.

**Job Related and Essential Qualifications:**

**Knowledge of:** State and local government, including knowledge of the legislative process; all applicable State and local laws, ordinances, Charter sections, etc. concerning public meetings;

**Ability to:** establish and maintain good working relationships with a variety of City officials, other city departmental staff, representatives from diverse community groups, and members of the public.

**Experience and Training Guidelines:** Any combination of training and experience that could likely provide the required knowledge and abilities may be qualifying. A typical way to obtain this would be:

**Education:** Completion of four-year college or university with a baccalaureate degree.

**Experience:** Five years of administrative experience in government or other comparable service.

**Note:** This classification is exempt from Civil Service examination under Section 10.104.4 of the Charter.

**Effective:** 5/21/99

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: EXECUTIVE ASSISTANT TO THE GENERAL MANAGER,  
RECREATION AND PARK DEPARTMENT

CODE: 3115

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, acts as a principal staff assistant to the General Manager, Recreation and Park Department; consults with division heads on investigations and recommendations regarding major administrative problems, new programs and revamping of current programs; as directed, provides supervision and coordination for planning such as open space acquisition and park renovation fund, coordinates planning activities with other city and outside agencies: performs research for the General Manager to discover sources of Federal and State funds which might be available for recreation purposes; carries out other special staff assignments for the General Manager as directed and performs related duties as required.

DISTINGUISHING FEATURES:

This position provides staff assistance and advice to the General Manager on administrative matters; performs special investigations, research studies; evaluates problems and programs and recommends solutions. This position is not involved in nor responsible for directing line operations and maintenance activities.

EXAMPLES OF DUTIES:

1. Assists management in the identification of administrative and organizational problems and assists in the development of solutions to these problems; evaluates existing and proposed administrative policies and practices, and makes proposals for amendments and improvements.
2. Provides administrative direction on planning for specialized programs such as the open space acquisition and park renovation and the Golden Gate National Recreation area: coordinates planning operations with other city agencies such as City Planning, Public Works, Real Estate and the Mayor's Community Development Agency; meets with community organizations and State or Federal agencies to plan policies and programs or to prevent conflict in or overlap of services.
3. Coordinates administrative and staff services ensuring compliance with applicable laws, regulations, procedures and policies of the various divisions; assists in administrative planning leading to improving professional services in order to increase efficiency and promote economy and to provide for future orderly growth and expansion of the department.
4. Does necessary research and makes contact for obtaining funds which may be available for recreation purposes under various Federal and State programs; prepares applications for Federal and State funds to be used for financing various programs; instructs departmental personnel in the procedures necessary for fulfilling the terms of these grants; submits reports and audits as required by the funding agencies.
5. Maintains records of Federal and State legislation affecting departmental operations; consults with administrative and professional staff on procedure changes made necessary by legislative action.
6. Meets, consults and corresponds with the general public and outside organizations and representatives in connection with explaining policies and procedures and responsibilities of the Recreation and Park Department; co-ordinates Recreation and Park relationships with the numerous support organizations and societies associated with the department: prepares and directs the preparation of departmental administrative policies and memoranda.
7. Prepares important correspondence directed toward public and private agencies relative to departmental operations.

CLASS TITLE: EXECUTIVE ASSISTANT TO THE GENERAL MANAGER,  
RECREATION AND PARK DEPARTMENT

CODE: 3115

EXAMPLES OF DUTIES (cont.):

8. As directed, attends meetings of various legislative bodies, boards, neighborhood groups, and commissions.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree, with major course work in public administration, business administration, city planning, or related fields.

Requires at least seven years of progressively responsible administrative experience, or long-range development planning; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: the principles, practices and techniques of modern management, the principles of public administration and of the functions and activities of city government; statistical and research methods and techniques; the principles of effective public relations.

Requires considerable ability to assist in the organization and coordination of the administrative phases of a large and complex organization; makes difficult analytical studies involving complex administrative problems and procedures; evaluate data on administrative matters and make recommendations thereon; prepare, review and present clear and concise written reports; meet and deal effectively with various public officials, representatives of outside organizations and groups and the general public.

PROMOTIVE LINES:

To: No normal line of promotion  
From: 3292 Recreation Assistant Superintendent  
3466 Assistant Superintendent of Parks

ADOPTED: November 17, 1969

AMENDED: May 5, 1976

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: AGRICULTURAL AND LAND DIVISION MANAGER

CODE: 3120

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, supervises the activities of the Agricultural Division of the Water Department, including all negotiations pertaining to agricultural and commercial leases and revenue producing permits; co-operates with various divisions in various phases of land management; arranges for sale of share crops; appraises surplus lands; and performs related duties as required.

Requires major responsibility for: co-ordinating and executing established policies, methods and procedures for the management, lease of management, leasing and disposal of department owned land; achieving major economies and/or preventing major losses through efficient management of agricultural division activities; making personal contacts with lease holders, representatives of outside organizations or individuals in conducting land lease and sale operations; the preparation, review and approval of various legal and realty documents and the maintenance of related property records.

EXAMPLES OF DUTIES:

1. Supervises all activities pertaining to leased lands; negotiates all agricultural and commercial leases; negotiates all revenue producing permits.
2. Prepares leases and documents relative to all leased properties; collects rents, royalties and taxes.
3. Receives and reviews bonds and public liability and property damage insurance policies.
4. Appraises lands to be declared surplus prior to submission to the Public Utilities Commission; presents leases and permits to Commission for approval.
5. Supervises various phases of land management and orchard leases; approves crops to be raised; arranges for sale of share crops; considers and disposes of all inquiries concerning leasing or sale of lands.
6. Serves on various committees involving communities in various suburban districts in considering land matters and other activities affecting public relations; ascertains that no department activities interfere with the production of water.
7. Visually observes conditions relating to soil conservation and erosion; exercises responsibility for the watershed protection program and looks toward the conservation of soil and water resources by preventing and controlling soil erosion and protecting watershed properties.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree, with major course work in agriculture.

Requires at least ten years of practical experience in general real estate, land and property management, preferably as related to agriculture and rural areas; or an equivalent combination of training and experience.

CLASS TITLE: AGRICULTURAL AND LAND DIVISION MANAGER  
(Continued)

CODE: 3120

Knowledge, Abilities and Skills: Requires thorough knowledge of: general agricultural and farming practices, including land leasing and renting procedures and land management; floriculture and provisions of the state agricultural code.

Requires considerable ability to: organize and supervise subordinate, administrative, supervisory and auxiliary employees engaged in various field activities; deal effectively with prospective tenants, lease holders and the general public.

License: None

PROMOTIVE LINES:

To: No normal lines of promotion

From: Agricultural Division Land Agent

AMENDED: 2/18/65

CLASS TITLE: ARBORETUM DIRECTOR

CODE: 3130

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, is responsible for the operation of the strybing arboretum, garden center and hall of flowers; performs difficult professional botanical work in the supervision of a trained horticultural staff; and performs related duties as required.

Requires responsibility for: planning exhibits; devising and maintaining systems of records; determining overall arboretum and garden center policies subject to approval by the superintendent of parks; contact with individuals and groups interested in arboretum and garden center activities and with professional horticulturists; judgment in the acquisition, care and display of horticultural exhibits and the analyses of the needs of the arboretum and garden center.

EXAMPLES OF DUTIES:

1. Develops and directs a program of plant introduction, testing, improvement, display and distribution.
2. Formulates and directs an educational program in plant propagation, plant growth regulation, control of pests and diseases, landscape design, and other similar subjects through lectures and publications to the general public.
3. Formulates and directs a program of maintenance, including labeling of all accessions for record and display purposes.
4. Prepares operating budget and administers expenditures.
5. Prepares and schedules tours, classes, lectures and other arboretum and garden center activities.
6. Formulates plans and programs in cooperation with the superintendent of parks, looking toward full integration of the arboretum, garden center and park programs.
7. Establishes contacts and cooperation with other city departments, cultural and scientific organizations and other jurisdictions.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year university or college, with a baccalaureate degree, with major course work in horticulture or a closely related field.

Requires at least five years of progressively responsible professional experience in botanical work, including arboretum experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of: horticultural theory and practice as applied to an arboretum or similar establishment; the acquisition, taxonomy, care and display of horticultural exhibits.

Requires the ability to: supervise the activities of subordinates; speak and write effectively.

PROMOTIVE LINES:

No normal lines of promotion - position exempt from examination.

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SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DIRECTOR OF NEIGHBORHOOD SERVICES,  
RECREATION AND PARK DEPARTMENT

CODE: 3135

CHARACTERISTICS OF THE CLASS:

Under general direction, plans and supervises a city-wide volunteer services program for the Recreation and Park Department; recruits, trains, assigns, and supervises volunteers in neighborhoods throughout the City; establishes and maintains liaisons with local businesses, corporations and community groups; solicits grants and contributions; and performs related duties as required.

DISTINGUISHING FEATURES:

This single position class is responsible for providing direction and coordination for a program of neighborhood volunteer services in the Recreation and Park Department and is accountable for all program activities, staff and volunteers.

EXAMPLES OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as restrictive on the assignment of duties not specifically listed." (CSC Rule 7)

1. Manages the Neighborhood Services Program, including the implementation of program projects; conducting meetings with community organizations, labor organizations and departmental staff; coordinating and promoting corporate support and representation.
2. Recruits, trains, evaluates and directs Neighborhood Services staff and volunteer personnel in providing a wide variety of volunteer support services for the department; conducts orientations and training of volunteers; reviews and evaluates work performed.
3. Develops, writes, and administers grant proposals to support the Neighborhood Services program; administers grant funds.
4. Prepares and maintains records and reports, including personnel records and statistical reports on program activities.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications and other particulars. Applicants must be granted solely by the announcement of the examination from which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Knowledge of the practices, functions and activities of corporations and non-profit organizations.

Ability to: plan and direct a program of volunteer services; recruit, select, train and evaluate volunteer staff; coordinate the activities and joint efforts of various organizations; promote good public relations; communicate effectively orally and in writing; prepare, and present clear and concise written reports; meet and deal effectively with various public and private business officials, representatives of community organizations and groups and the general public.

ADOPTED: 9-18-89

#4107c



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT GENERAL MANAGER FOR FINANCE AND  
PROPERTY, RECREATION AND PARK DEPARTMENT

CODE: 3137

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, directs all fiscal and related activities of the Recreation and Park Department; conducts and supervises a variety of studies directed toward improving accounting, budgeting, fiscal control and related activities; provides assistance to other Recreation and Park Divisions by establishing improved methods of cost control, budgeting, and collection activities; directs all property development, revenue generating and marketing activities of the department; exercises responsibility for the Department's management information systems; and performs related duties as required.

DISTINGUISHING FEATURES:

This single-position classification reports to the General Manager of the Recreation and Park Department, and is responsible for all fiscal, property, marketing, revenue development, management information systems and related auxiliary functions in the Recreation and Park Department.

EXAMPLE OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Directs the fiscal activities of the Department; establishes budget procedures and coordinates the preparation of budget estimates by division managers; prepares the final Departmental budget submission for approval by the Recreation and Park Commission, Mayor and Board of Supervisors; initiates, reviews and recommends supplemental appropriation requests; reviews current status of expenditures and initiates corrective action as necessary.

2. Establishes and maintains budgetary control procedures; directs all accounting and financial recordkeeping operations; manages and supervises the collection and deposit of all Departmental revenues; establishes Departmental cash handling procedures and standards; directs billing and collection of fees for Recreation and Park users and concessionaires.

3. Directs all revenue-generating, business and marketing activities including the development of new business and marketing strategies, the implementation of marketing plans for new and existing business activities, and the development and negotiations of new business proposals; coordinates the design and analysis of market research studies; coordinates marketing activities with other city agencies and the San Francisco Convention and Visitors Bureau; directs the production of informational and promotional materials.

4. Provides review and analysis of new and revised fees and charges requested by internal divisions and concessionaires; directs presentation of fee and charge analyses to the Recreation and Park Commission; oversees the cost recovery program; monitors departmental revenue achievements against budget targets and initiates appropriate corrective action.

5. Directs activities of the Property Management Division; directs the leasing and control of Recreation and Park commercial property; negotiates various rental agreements, permits and leases; initiates proposals for new concessions; directs concessionaire auditing programs.

CLASS TITLE: ASSISTANT GENERAL MANAGER FOR FINANCE AND PROPERTY, RECREATION AND PARK DEPARTMENT

CODE: 3137

EXAMPLES OF DUTIES: (Cont.)

6. Directs the activities of the Management Information Systems Division; directs development and implementation of the Electronic Information Processing Steering Committee (EISPC) Master Plan; reviews development of new computer applications; supervises maintenance of existing applications and administration of departmental systems.

7. Conducts or supervises a variety of administrative surveys of Recreation and Park operations to maximize their effectiveness; reports to the General Manager and Recreation and Park Commission on the results of such studies and makes recommendations on improved work methods and procedures; represents the Recreation and Park Department before legislative bodies and groups interested in Recreation and Park activities; may act for the General Manager in the latter's absence.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply."

Knowledge, Abilities Skills: Extensive knowledge of: Modern accounting, budgeting and related fiscal operations, particularly as they apply to a large organization similar to the Recreation and Park Department; legal provisions governing the financial and budgetary operations of governmental organizations; modern management techniques; leasing development proposals, property management and negotiations.

Considerable ability to: Direct, supervise and coordinate the work of the accounting, budgeting, auditing, marketing, property management and computer staffs; exercise sound judgment and make independent analyses and recommendations on difficult fiscal problems; develop and install new procedures and methods of operations; speak and write effectively; deal effectively, courteously and tactfully with department heads, subordinates and others, including the general public.

Skill in the application of accounting, auditing and finance principles and techniques to a wide variety of operating problems.

ADOPTED: 10/2/89

#4118c

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT GENERAL MANAGER  
FOR ADMINISTRATION

CODE: 3138

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, assists in the program planning and administrative management of the Recreation and Park Department; directs administrative functions of the department; provides supervision and coordination for park planning programs such as open space acquisition and park renovation; coordinates planning activities with other city and outside agencies; assigns and directs professional and non-professional personnel engaged in these activities and performs related duties as required.

DISTINGUISHING FEATURES:

This one-position classification reports to the General Manager of the Recreation and Park Dept. and is responsible for supervising the administrative functions of the department including payroll, purchasing and clerical activities; directing park planning efforts, public information programs and special project areas; and managing the department's Open Space Acquisition Program.

EXAMPLES OF DUTIES:

1. Supervises the administrative service areas of the department including personnel, payroll, purchasing and clerical activities; directs activities of the volunteer staff including development of projects, outreach and recruitment, and coordination with other city departments.
2. Manages the Open Space Acquisition Program including the implementation of program projects; conducting meetings with community organizations and government agencies; establishing funding priorities, preparing a program budget; coordinates operations with other city agencies such as Dept. of Real Estate, Dept. of Public Works, City Planning and the City Attorney.
3. Directs departmental planning efforts including implementation of the transportation plan for Golden Gate Park and the Park Masterplan, selection of consultant contractors for new park development and conducting of public hearings relative to park development plans.
4. Directs the department's public information activities including press releases, preparation of annual and special reports, brochures and pamphlets.
5. Represents the department at meetings of various legislative bodies, boards, neighborhood groups and commissions; may act for the General Manager in his absence.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree, with major course work in public administration, business administration, city planning, or related fields.

Requires at least seven years of progressively responsible administrative experience, or long-range development planning; or an equivalent combination of training and experience.

CLASS TITLE: ASSISTANT GENERAL MANAGER  
FOR ADMINISTRATION

CODE: 3138

MINIMUM QUALIFICATIONS: (cont.)

Knowledge, Abilities and Skills: Requires considerable knowledge of: the principles, practices and techniques of modern management, the principles of public administration and of the functions and activities of city government; statistical and research methods and techniques; the principles of effective public relations.

Requires considerable ability to assist in the organization and coordination of the administrative phases of a large and complex organization; makes difficult analytical studies involving complex administrative problems and procedures; evaluate data on administrative matters and make recommendations thereon; prepare, review and present clear and concise written reports; meet and deal effectively with various public officials, representatives of outside organizations and groups and the general public.

ADOPTED: 12-12-83

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: GENERAL MANAGER, RECREATION  
AND PARK DEPARTMENT

CODE: 3140

CHARACTERISTICS OF THE CLASS:

Subject to the policy determination of the recreation and park commission, is responsible for the overall direction and operation of the activities of the recreation and park department; and performs related duties as required.

Requires major responsibility for: the execution of policies as originated by the recreation and park commission; the planning and coordination of the work of all departmental units; the promotion and administration of an organized program of public recreation; the operation, utilization and maintenance of all department properties; establishing and maintaining personal contacts with commission members, officers and employees of the city and other governmental jurisdictions; managing important and intricate negotiations with private interests and civic organizations having an interest in the operations or activities of the department; coordination and finalization of annual departmental budget requests and submission of reports on the operations of the department; considerable initiative, resourcefulness and sound judgment in the management and coordination of a large diversified organization, the analyses of its needs, and the remedy of its problems.

EXAMPLES OF DUTIES:

1. Is responsible for planning, directing and coordinating all operations of the department; conducts staff meetings and consults with individual staff members in order to interpret policies, plan and coordinate the activities of various organizational divisions, compile and review the annual budget, review current programs and develop new programs; conducts hearings for the reprimand or dismissal of employees and other personnel matters pertaining to staffing and work assignments.

2. Attends meetings of the board of supervisors, its committees and individual members; meets with the mayor and other city officers; attends meetings and confers with individual members of various organizations and groups interested in the activities of the department.

3. Prepares for and attends meetings of the recreation and park commission and meets with individual members and committees; coordinates the efforts of commission members; investigates, evaluates and reports to the commission on matters of importance to the operations of the department; represents the commission at various civic functions.

4. Prepares important correspondence and reports relative to departmental operations; inspects recreation and park installations and facilities and proposed new sites; reviews and approves plans and procedures submitted by subordinates.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in recreation, business administration, public administration or a related field.

CLASS TITLE: GENERAL MANAGER, RECREATION  
AND PARK DEPARTMENT (continued)

CODE: 3140

Requires at least eight years of experience at the administrative level in a large recreation and park program; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of: the operations, activities and properties of the recreation and park department; legislation pertinent to its activities; recreational theory and practice; parks administration; public relations practice.

Requires considerable ability to: plan, coordinate and direct, through subordinates, the activities of a large and diversified number of subordinate employees; represent the department before legislative groups, outside interests and others; prepare comprehensive reports on a variety of administrative matters; speak and write effectively.

PROMOTIVE LINES:

No normal lines of promotion - class exempt from examination

CLASS TITLE: LOCKER ROOM ATTENDANT

CODE: 3202

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, attends and cleans locker rooms at a public swimming pool, playground or gymnasium; and performs related duties as required.

Requires responsibility for following instructions in the performance of routine duties and making frequent public contacts.

EXAMPLES OF DUTIES:

1. Locks and unlocks lockers; maintains discipline in locker room and shower rooms; reports acts of vandalism to supervisor; checks lockers for lost or forgotten articles.

2. Sweeps, mops and hoses floors of locker room and shower rooms; cleans lockers; empties trash receptacles; assembles used suits and towels; cleans windows and polishes brass.

3. May collect tickets, give information or assistance to the public, check valuables or perform other duties.

4. Distributes and collects gymnasium or other equipment; assists recreation leader in the less responsible phases of work at a playground or gymnasium.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of two years of high school; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires the knowledge and ability to: follow oral and written instructions; maintain order among those using recreation facilities; meet with and direct the activities of the public in a pleasant, courteous and efficient manner; promote good public relations.

PROMOTIVE LINES:

No normal lines of promotion; position exempt from examination.



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SWIMMING POOL CASHIER-CLERK

CODE: 3204

CHARACTERISTICS OF THE CLASS:

Under general supervision, is responsible for the business aspects of the operation of a swimming pool or other aquatic facility; performs clerical functions such as maintenance of records of personnel assigned to the pool, supplies, swim suits, towels, etc. Gives information, supervises locker room personnel, cleans locker rooms and other facilities; and performs related duties as required.

Requires responsibility for: handling cash receipts, custody of valuables belonging to swimmers; swimming suits, towels and other city property; supervision of locker room personnel; keeping accurate records and submitting required reports; making continuous public contacts.

EXAMPLES OF DUTIES:

1. Sells admission tickets at an assigned swimming pool or other aquatic facility; collects rental fees for suits and towels; checks valuables of swimmers and makes certain they are returned to owner; sells script tickets and maintains record of purchasers; issues swim suits to students using the pool under the school recreation program.

2. Maintains discipline at counter and in locker room; gives information on programs and schedules over telephone and at counter; checks locker keys and assigns and supervises locker room aides.

3. Maintains daily time sheet, attendance record and report, record of schools and groups using the pool, record of work of part-time employees, seasonal program, monthly laundry report, cash receipt book, record of supplies received, lists of supplies needed, simple files on inventories and other information concerning the pool.

4. Is responsible for the proper staffing of the pool at all times; notifies supervisor of changes in schedules of personnel assigned to pool and telephones for extra personnel when needed; maintains bulletin board; collects, folds and sorts laundry; writes reports of all accidents and notifies parents and emergency hospital if necessary; prepares reports of vandalism or of disciplinary measures for supervisor; takes inventory; attempts to return to owner all articles lost or found at pool; maintains sign-up lists of those attending swimming classes.

5. Sorts suits and towels to be sent to laundry; repairs suits and towels as needed; locks and unlocks lockers in locker rooms; inspects dressing rooms and lavatories for cleanliness and cleans them when necessary; checks lockers.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school, supplemented by at least two years of experience in counter and clerical work involving public contact and some elements of cash accounting, inventory, and record keeping; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge and ability to: maintain accurate records of operations; make reports; work with the public; promote good public relations; develop and maintain pleasant working relationships with other employees and supervise their work.

PROMOTIVE LINES: To: No normal lines of promotion

From: Original entrance examination



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: BEACH LIFEGUARD

CODE: 3206

CHARACTERISTICS OF THE CLASS:

Under general supervision, patrols an assigned area of beach; observes the activities of swimmers in the area; performs rescue operations of swimmers in distress; and performs related duties as required.

Requires responsibility for: performance of duties according to directions issued by supervisor; making decisions under the stress of emergency situations; maintaining cleanliness of the beach and the beach house; maintaining discipline among swimmers; public safety in directing the activities of swimmers and making difficult and dangerous surf rescues.

EXAMPLES OF DUTIES:

1. Patrols an assigned area of beach; supervises the conduct of those using the beach; enforces rules and regulations governing the use of the beach; advises swimmers of dangerous tides, current conditions or other hazards; prevents vandalism or other damage to the beach house or properties.

2. Practices surf rescue techniques daily; performs difficult and dangerous surf rescues using prescribed equipment in accordance with instructions; administers artificial respiration or other first-aid treatment when required; maintains surf rescue equipment; cleans beach house and locker rooms when necessary; locks entrance gate when beach is closed; makes required reports.

3. In the absence of the senior swimming instructor, supervises part time or temporary aquatics division personnel assigned to the facility.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school, supplemented by completion of courses in life saving, surf life saving and first-aid given by the American Red Cross, and at least six months of experience as a life guard; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good practical knowledge of accepted theories and techniques of surf life saving and first-aid; dangerous tides, currents or other hazards peculiar to beach areas.

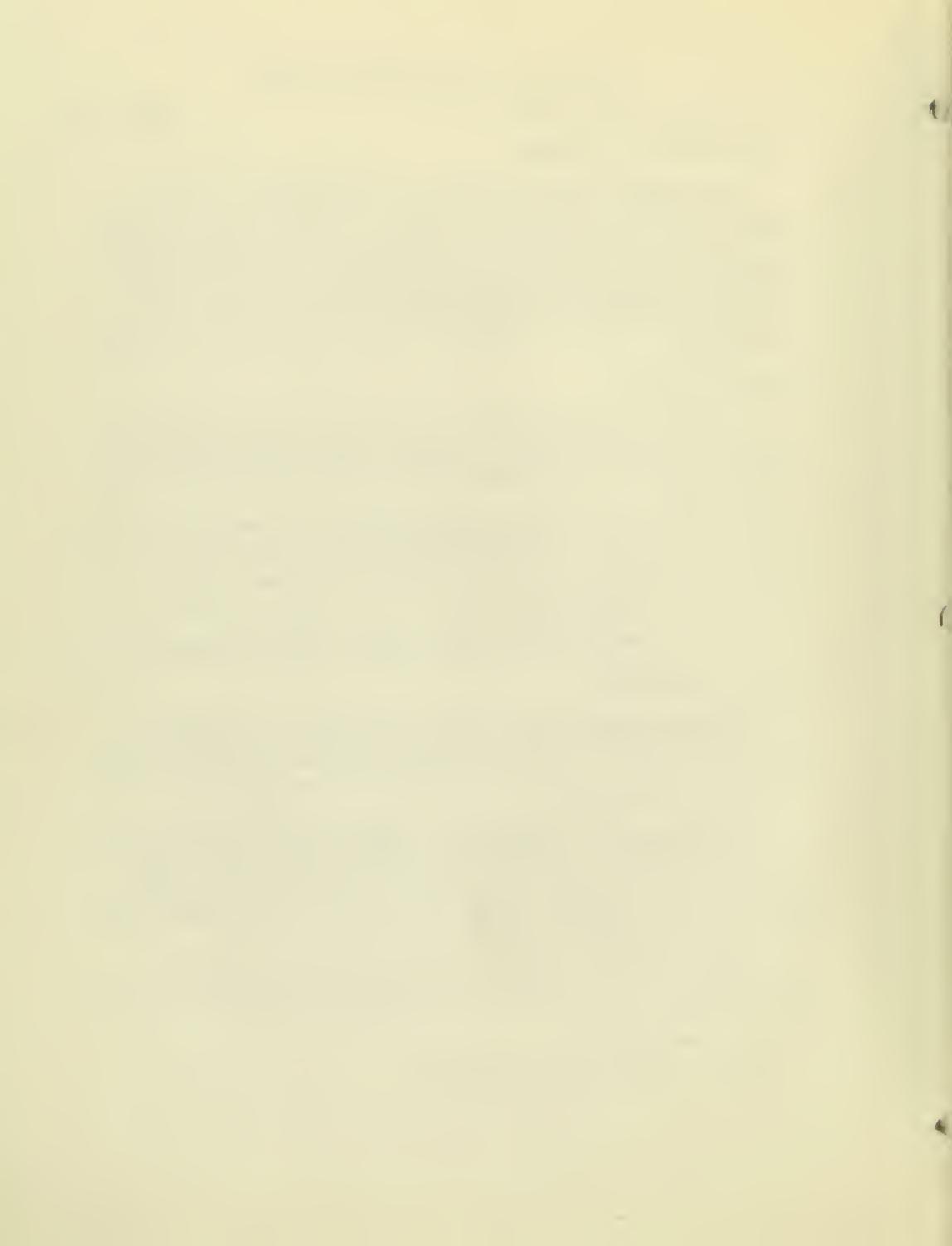
Requires physical ability and skill to make difficult surf rescues under hazardous conditions; diplomatically direct the activities of the public; enforce beach regulations.

License: Requires possession of current valid certificates in life saving, surf rescue, and first-aid issued by the American Red Cross.

PROMOTIVE LINES:

To: Head Lifeguard

From: Original entrance examination



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: POOL LIFEGUARD

CODE: 3208

CHARACTERISTICS OF THE CLASS:

Under general supervision, is responsible for safety of swimmers and enforcement of regulations at a municipally-operated swimming pool; and performs related duties as required.

Requires responsibility for: use of judgment in the maintenance of discipline in and around a swimming pool; rescuing swimmers in distress and administering artificial respiration or first-aid; making continuous contacts with swimmers and the public.

EXAMPLES OF DUTIES:

1. Prevents drownings or other accidents in or around a swimming pool by constant observance of swimmers; enforces safety and sanitary regulations and maintains order in and around pool.

2. In emergencies, makes swimming rescues, employing accepted lifesaving techniques; administers artificial respiration or other first-aid treatments as required.

3. Inspects pool, decks and locker rooms for safety and cleanliness; sweeps and vacuums pool; cleans scum from gutters and scrubs or otherwise cleans decks and showers.

4. Is responsible for security of pool building when it is closed and makes necessary reports, as required.

5. In the absence of the Senior Swimming Instructor, supervises part time or temporary aquatics devision personnel assigned to the facility.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school, supplemented by at least six months of experience as a lifeguard or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good practical knowledge of the accepted theories and techniques of pool lifeguarding, rescue work and first-aid.

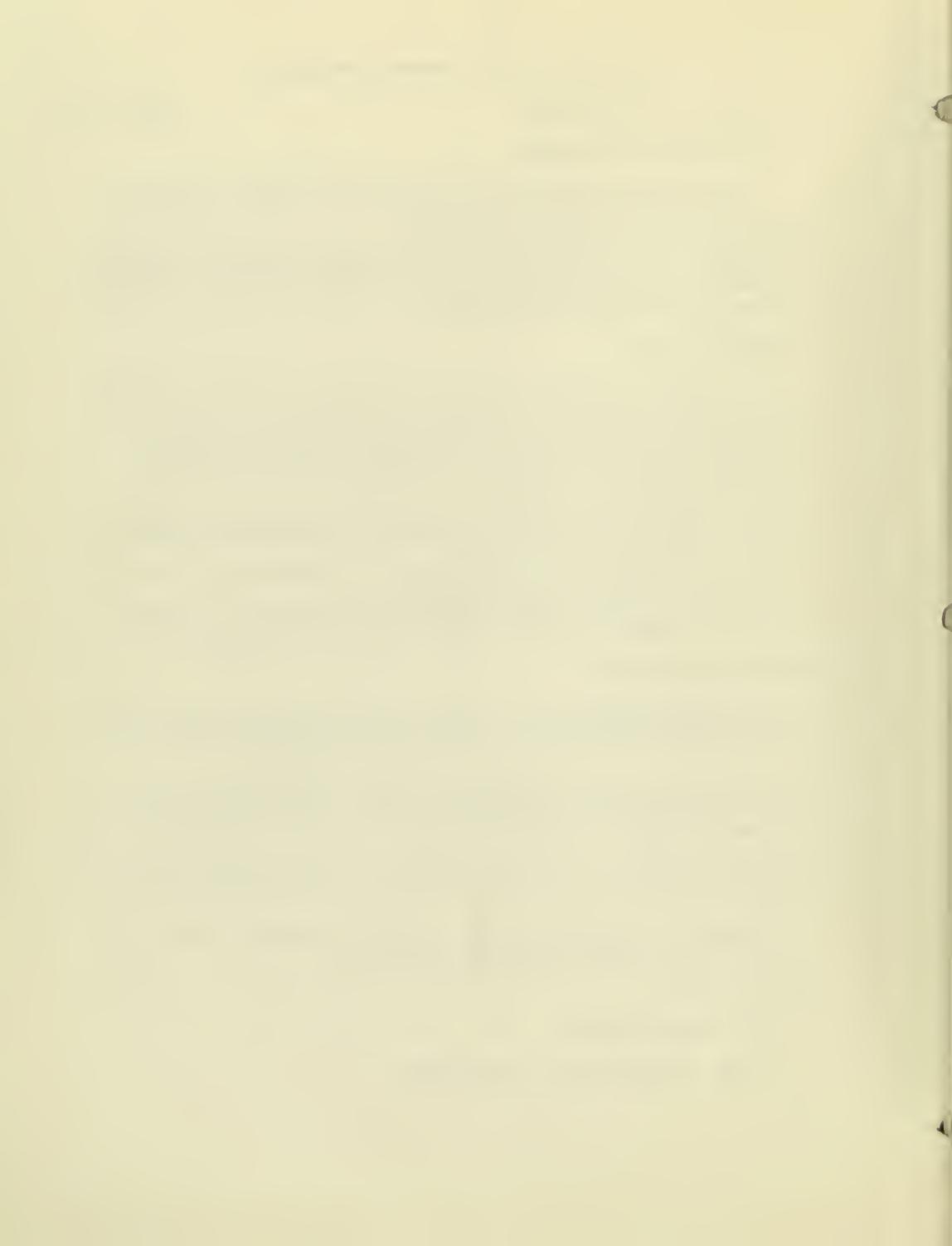
Requires physical ability and skill to cope with emergency situations, be constantly vigilant and act with quick decision in making rescues and rendering first-aid.

License: Requires possession of a valid certificate in lifesaving and first-aid issued by the American Red Cross.

PROMOTIVE LINES:

To: Head Lifeguard

From: Original entrance examination



*City and County of San Francisco  
Department of Human Resources*

**3210 Swimming Instructor/Pool Lifeguard**

**Definition:** Under general supervision, is responsible for the safety of swimmers and enforcement of regulations at a municipally-operated swimming pool. The essential functions of the class include: maintaining discipline in and around swimming pool; conducting rescue operations; administering CPR and First Aid; conducting classes in various phases of swimming, diving and other aquatic activities; coaching swimming teams or other aquatic and sporting groups; directing communication and contact with swimmers and the general public; cleaning and disinfecting the pool, decks, showers, locker rooms and aquatic equipment; writing reports; preparing the pool for aquatic programs; performing some of the duties associated with Class 3214 Senior Swimming Instructor in that individual's absence and performing related duties as required.

**Distinguishing Features:** The Swimming Instructor/Pool Lifeguard position is distinguished from positions in the 3214 Senior Swimming Instructor classification in that the latter supervises the operation of a swimming pool and all assigned personnel. In the absence of the 3214 Senior Swimming Instructor, the Swimming Instructor/Pool Lifeguard serves as a lead worker over 3302 Vendors and 3204 Swimming Pool Cashiers assigned at a pool. In addition, positions in class 3214 are responsible for developing and implementing aquatics programs, whereas positions in the Swimming Instructor/Pool Lifeguard classification conduct the aquatic activities developed by the 3214 Senior Swimming Instructor.

**Supervision Exercised:** None.

**Examples of Important and Essential Duties:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Maintains discipline in and around swimming pool to prevent accidents.
2. Conducts rescue operations; administers CPR and First Aid.
3. Conducts classes in various phases of swimming, diving and other aquatic activities to diverse age groups.
4. Coaches swimming teams or other aquatic/sporting activities.
5. Directs communication and contact with swimmers and the general public.
6. Cleans and disinfects the pool, decks, showers, locker rooms and equipment used for aquatic programs.

DOCUMENTS DEPT.

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7. Writes reports of accidents and incidents; prepares work order for service and order forms for supplies.
8. Prepares the pool for various aquatic programs, i.e.: lane lines, exercise equipment and floatation devices.
9. Performs some of the duties associated with the Senior Swimming Instructor in that individual's absence.

**Job Related and Essential Qualifications:**

**Knowledge of:** techniques used for teaching and coaching swimming, diving and other related aquatic recreational programs; safety methods and procedures necessary to ensure public safety in and around a pool; policies and procedures in a swimming pool facility.

**Ability to:** communicate orally and in writing; teach classes in swimming, water exercise, water safety and other recreational programs.

**Skill to:** rescue submerged victim and remove from water; perform first aid and cardiopulmonary resuscitation.

**Experience and Training Guidelines:**

Six months recent verifiable experience working as a lifeguard; AND

**License or Certificate:** Lifeguard Training; Water Safety Instruction; CPR for the Professional Rescuer (CPRFPR); Title 22 - First Aid for Lifeguards/Public Safety Personnel.

**Essential duties require the following physical skills and work environment:**

Sufficient strength and coordination to rescue submerged victim and remove from water.

Effective: 4/7/99

Amended: 10/1/99

Reason for Amendment: To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this class.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SWIMMING INSTRUCTOR

CODE: 3212

CHARACTERISTICS OF THE CLASS:

Under general supervision, conducts classes in various phases of swimming and other aquatic activities at an assigned swimming pool; and performs related duties as required.

Requires responsibility for: conducting aquatic activities according to prescribed methods and policies of the recreation and park department; guarding the safety of pupils participating in swimming classes and the public in attendance at the pool; constant personal contacts with pupils and the general public.

EXAMPLES OF DUTIES:

1. Gives instructions to different age groups in the various phases of swimming and diving techniques; coaches swimming teams and synchronized swimming groups; maintains discipline in and around pool and enforces the safety and sanitary regulations of the recreation and park department.

2. Supervises one or more lifeguards assigned to the pool; supervises and assists in cleaning and vacuuming the pool and the decks; inspects life-saving equipment on hand and inspects the premises for hazards to health and safety; reports any defects to supervisor; performs emergency rescues and administers artificial respiration or other first-aid treatments as necessary.

3. Assures that pool building is secure when closed; makes tests in order to verify that chlorination and water temperature conform to required standards.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of two years of college or university, with major course work in physical education.

Requires at least one year of experience in swimming instruction; or an equivalent combination of training and experience.

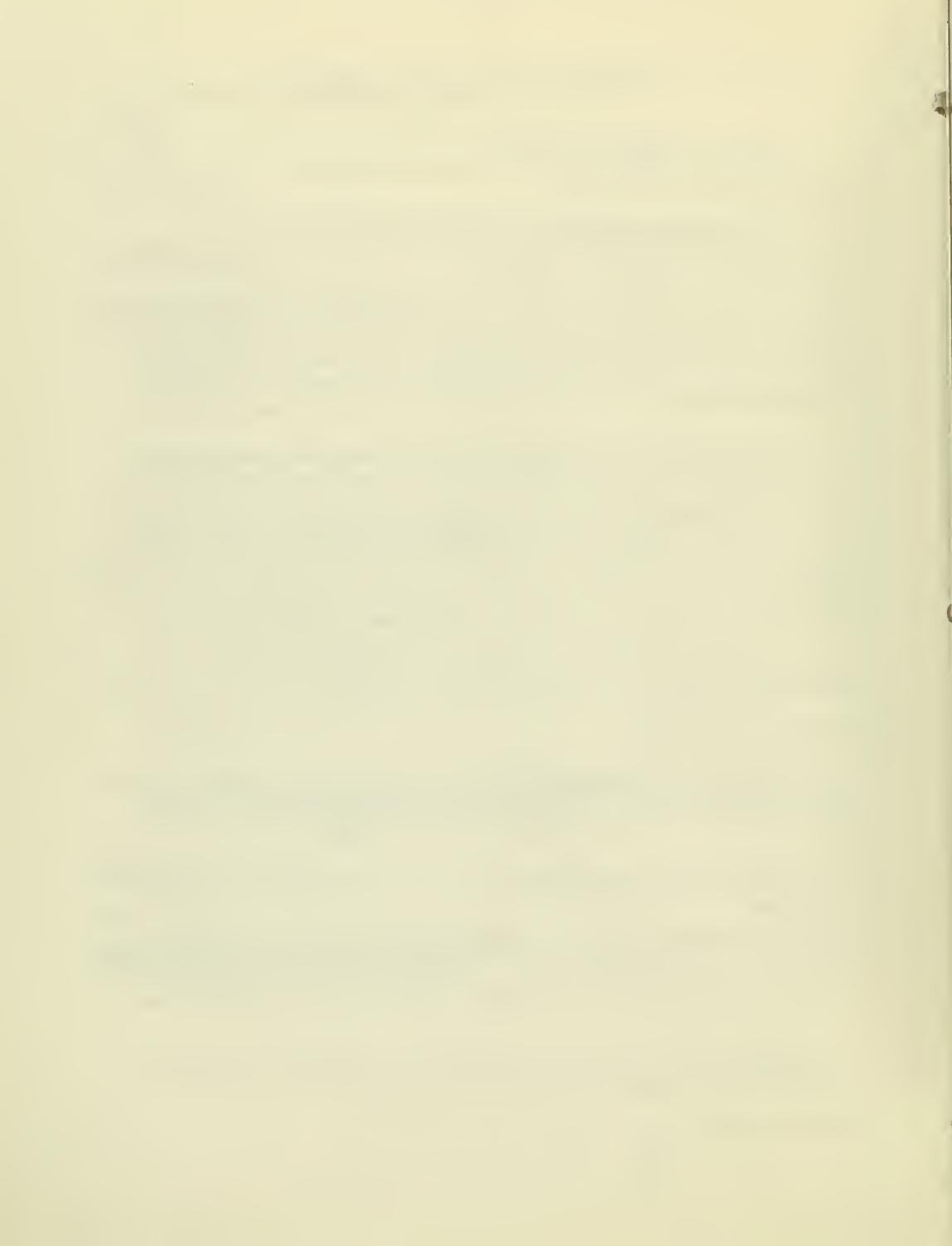
Knowledge, Abilities and Skills: Requires a comprehensive knowledge of swimming, diving, synchronized swimming, life-saving and first-aid techniques.

Requires the ability to: successfully impart to others the theory and application of swimming and allied techniques; supervise the work of others; work with the public, using tact and diplomacy to promote good public relations; demonstrate proper swimming techniques and make rescues when necessary.

License: Requires possession of current certificates in swimming instruction and first-aid issued by the American Red Cross, Y.M.C.A., or the San Francisco Recreation and Park Department.

PROMOTIVE LINES: To: Senior Swimming Instructor

From: Original Entrance Examination



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SENIOR SWIMMING INSTRUCTOR

CODE: 3214

CHARACTERISTICS OF THE CLASS:

Under general supervision, directs aquatic activities at an assigned swimming pool; conducts and supervises swimming classes; and performs related duties as required.

Requires responsibility for: administering a program of aquatics at an assigned swimming pool according to the policies, rules and regulations of the recreation and park department; the custody of pool apparatus and equipment; making constant contacts with individuals or groups interested in the activities of the aquatics division; using good judgment in various phases of supervision of an aquatics program; public safety in pool activities.

EXAMPLES OF DUTIES:

1. Supervises operation of a swimming pool and all assigned personnel; develops, directs and administers aquatics program; supervises the teaching of swimming and diving classes for beginners and advanced students, and the coaching of swimming teams, water games and synchronized swimming groups.

2. Is responsible for the enforcement of safety and sanitary regulations and maintenance of order in and around pool and in the locker room.

3. Directs and participates in cleaning and vacuuming the pool, decks and locker rooms, the inspection of lifesaving equipment on hand, the inspection of premises for safety hazards or improper sanitary conditions and rescue operations and the administration of first-aid.

4. May perform, as well as supervise, all of the above duties; in addition, makes tests to verify that chlorination and water temperature conform to required standards.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of two years of college or university, with major course work in physical education.

Requires at least two years of experience as a swimming instructor; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of the principles and techniques of swimming instruction, lifesaving and first-aid and how to apply them effectively to an aquatic recreational program.

Requires the ability to: supervise the work of subordinates engaged in guarding the public safety; direct the activities in such a manner as to insure the safety of those in attendance and at the same time promote good public relations; successfully impart to others the theory and application of swimming techniques.

License: Requires possession of current certificates in swimming instruction, lifesaving and first-aid issued by the American Red Cross, Y.M.C.A. or the San Francisco Recreation and Park Department.

PROMOTIVE LINES:

To: Aquatics Supervisor

From: Swimming Instructor



*CSK*  
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*Class Spec*

## SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT AQUATICS SUPERVISOR

CODE: 3216

### CHARACTERISTICS OF THE CLASS:

Under direction, coordinates and supervises activities connected with the operation of the municipal aquatics program; provides technical expertise in the maintenance and operation of municipal pools; assists in program planning; and performs related duties as required.

### DISTINGUISHING FEATURES:

The Assistant Aquatics Supervisor is distinguished from the next higher level the Principal Recreation Supervisor in that the latter is in charge of the overall planning and administration of the Aquatics Program. The incumbent assigned to this position is responsible for the day to day technical operation of eight year round permanent swimming pools and during summer months outdoor and portable pools, including the supervision of aquatic personnel and the maintenance of each facility. The Assistant Aquatics Supervisor must be prepared to work a five day week that may include weekend assignments and may be required to respond to an occasional emergency call.

### EXAMPLES OF DUTIES:

1. Supervises the aquatic staff assigned to municipal swimming pools; conducts staff meetings and training; schedules and disciplines staff as required; resolves disputes between staff members.
2. Assists in the planning of aquatic programs; sees that programs are implemented as planned; makes surveys of public needs relating to the aquatics program; reviews requests for new services in the context of the department's resources; schedules swim meets and classes.
3. Inspects aquatics facilities for unsafe conditions and recommends corrective action; ensures that applicable operations and safety regulations are enforced; may arrange for appropriate repairs; ensures that defects are corrected.
4. Promotes aquatic programs through contacts with community groups and schools; assists in the preparation of pamphlets and brochures.
5. Selects, orders and purchases aquatic supplies and equipment.

### MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school and at least two years of experience in the performance of duties comparable to class 3214 Senior Swimming Instructor; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: the methods and procedures connected with operation of municipal swimming pools; OSHA standards; filtration processes; facility maintenance and personnel supervision.

Requires the ability to: assess aquatic program; evaluate maintenance and equipment requirements and make appropriate recommendations; direct the implementation of rules and regulations relating to swimming pool operations and supervise aquatic personnel.

CLASS TITLE: ASSISTANT AQUATICS SUPERVISOR

CODE: 3216

MINIMUM QUALIFICATIONS: (Cont.)

Requires skill in: assignment and evaluation of aquatic personnel; and the identification and resolution of problems relating to the operation and maintenance of municipal swimming pools.

Licenses: A valid California driver's license

Certificates: American Red Cross Water Safety Instructor  
American Red Cross Cardio-Pulmonary Resuscitation  
American Red Cross First Aid

PROMOTIVE LINES:

TO: To be determined

FROM: 3214 Senior Swimming Instructor

ADOPTED: 3-20-78

CLASS TITLE: ASSISTANT RANGEMASTER

CODE: 3220

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, assists in the registration of participants and the collection of fees at the municipal rifle range; and performs related duties as required.

Requires responsibility for: calling start and finish of relays over public address system and other phases of the operation of a rifle range, involving public safety factors; making continuous public contacts; collecting and accounting for range fees and making required reports.

EXAMPLES OF DUTIES:

1. Assists in organizing and administering the general program of instruction for individuals and the general public in the proper use of small and large bore rifles and revolvers.
2. Accepts registrations, collects fees and maintains records of accounts and prepares related reports.
3. Uses public address system to call start and finish of relays.
4. May assist in organizing and administering competitive shooting matches.
5. May assist in supervising the general public in the operation and maintenance of the rifle range.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school, supplemented by at least six months of experience in the operation of a rifle or pistol range under the auspices of the national rifle association; or an equivalent combination of training and experience.

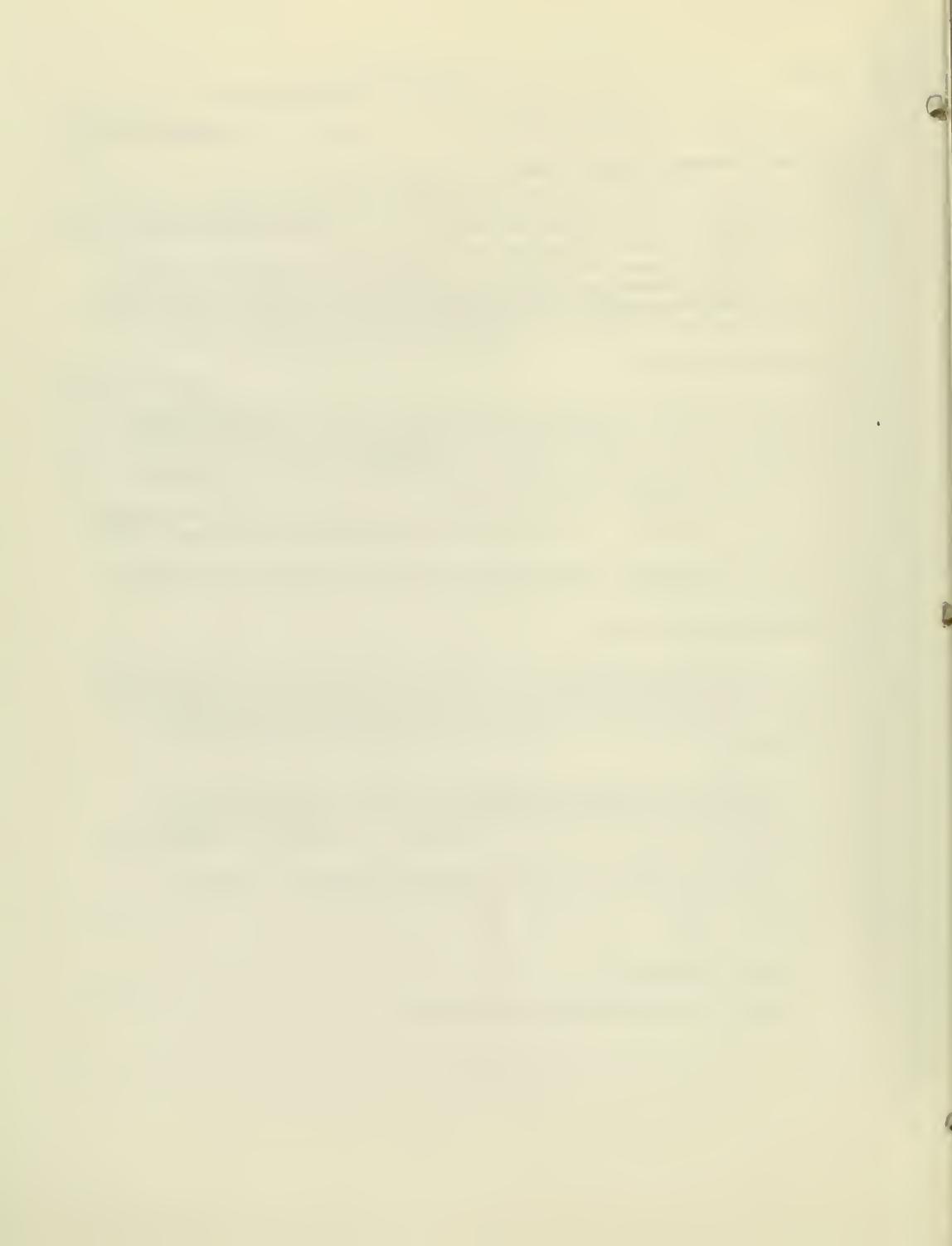
Knowledge, Abilities and Skills: Requires a good knowledge of: the safe use of firearms in the operation of a public rifle range; principles of handling cash and accounting for receipts for registration and participation.

Requires ability to control and supervise teams or relays of shooters in accord with accepted safety practices.

PROMOTIVE LINES:

To: Rangemaster

From: Original entrance examination



CLASS TITLE: RANGEMASTER

CODE: 3222

CHARACTERISTICS OF THE CLASS:

Under general supervision, is responsible for the safe operation and use of the municipally-owned rifle range; closely observes and supervises the activities of shooters; enforces safety regulations; and performs related duties as required.

Requires responsibility for: the safety of shooters and spectators; making extensive contacts with the public and rifle team officials.

EXAMPLES OF DUTIES:

1. Supervises the general public in using the rifle range; assigns targets to shooters and enforces safety regulations.
2. Conducts classes of instruction in ballistics and use of small and large bore rifles and revolvers; gives individual instructions in these subjects.
3. Organizes and administers competitive matches; may accept registrations and collect fees and assist in the maintenance of proper records in this connection.
4. May use public address system to call start and finish of relays.
5. Makes required reports in connection with the operation of the range.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school, supplemented by at least two years of experience as a rangemaster or assistant rangemaster at a rifle or pistol range operated under the auspices of the national rifle association; or an equivalent combination of training and experience.

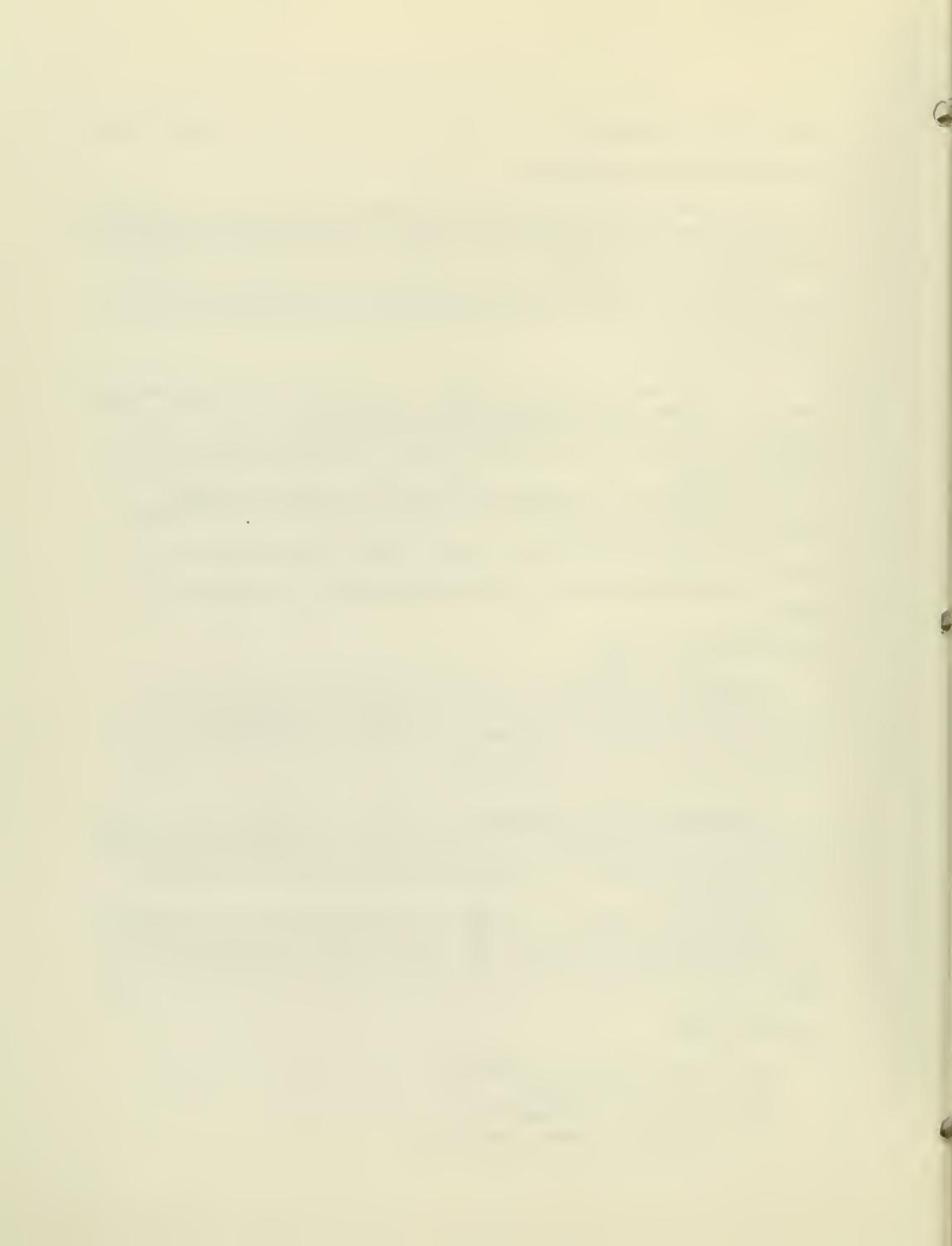
Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: small arms, especially those commonly used at a public rifle range; safety rules and regulations prescribed by the national rifle association for the operation of a rifle range; ballistics and the care and use of firearms.

Requires the ability to: organize and supervise the activities of a large number of shooters; meet and deal with the public in a courteous and effective manner; coordinate the work of rifle team officials in organizing competitive matches; effectively instruct in the use of small arms.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Assistant Rangemaster  
Original entrance examination



5/7/73

SAN FRANCISCO CIVIL SERVICE COMMISSION

(AMENDED)

CLASS TITLE: GOLF COURSE STARTER

DOCUMENTS

JUN 4 1973

CODE: 3226

CHARACTERISTICS OF THE CLASS:

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Under general supervision, schedules and regulates play at a municipal golf course; collects, refunds and accounts for monies paid for fees, rentals, sales and services; patrols golf courses to explain and enforce golf course rules and regulations; resolves disputes between players; and performs related duties as required.

Requires responsibility for: Supervising the activities at an assigned golf facility in accordance with departmental policy and procedure and with the accepted rules and practices of the game; custody and care of city property; cash receipts; supervision of caddies; making optimum use of the golf course and related facilities.

EXAMPLES OF DUTIES:

1. Maintains a register of individuals requesting playing times and assigns starting times.
2. Collects and accounts for cash received from fees, rentals, sales and services.
3. Interprets and enforces Recreation and Park Department policy, rules and regulations with reference to the conduct of players, employees, the public and the presence of trespassers; patrols an assigned golf course on foot or in a motor vehicle in order to resolve complaints and misunderstandings arising out of the rules and etiquette of the game of golf and to expedite play.
4. Requisitions materials and supplies; assigns and supervises caddies.
5. Issues applications and qualification cards for junior players.
6. Supervises tournament play as directed.
7. Supervises the operation of the clubhouse, locker rooms and other related city-owned facilities and arranges for the maintenance, repair and security of same.
8. Keeps records of attendance, reservation cancellations, injury or illness of players and makes reports on these or related matters as required.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school supplemented by four years of experience in a position which involves considerable public contact and the handling and accounting for cash receipts; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a good knowledge of: The rules of golf, golf etiquette and golf course operation; Recreation and Park Department rules and regulations.

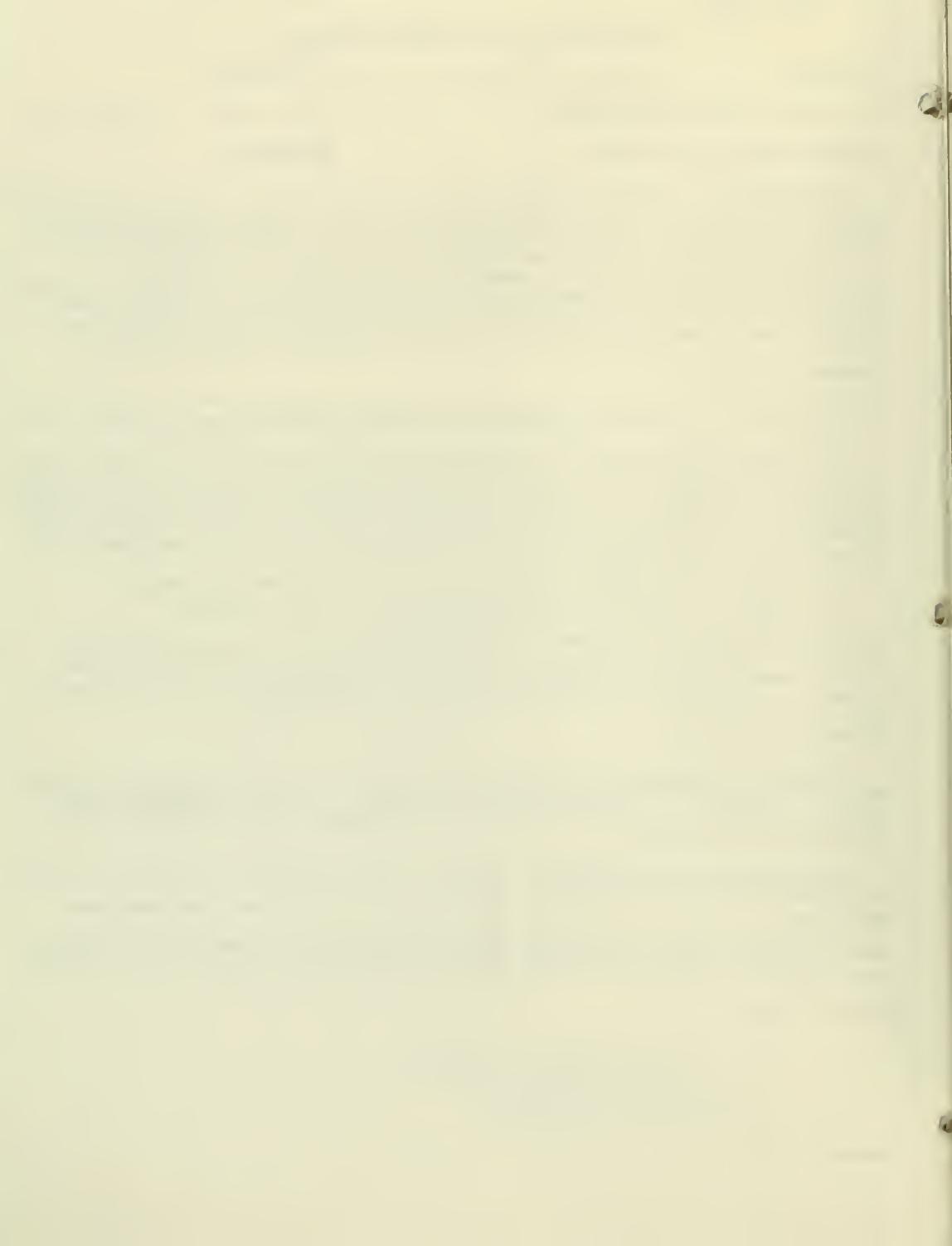
Requires the ability to meet and deal with the golf playing public in a tactful, courteous manner; handle cash with speed and accuracy; maintain simple records and prepare appropriate reports.

PROMOTIVE LINES:

To : 3228 Golf Course Operations Supervisor

From: Original entrance examination.

AMENDED: 5/7/73



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT DIRECTOR, GOLF COURSE OPERATIONS

CODE: 3228

CHARACTERISTICS OF THE CLASS:

Under general direction, assists in the administration and supervision of the operations of city-owned and/or operated golf courses and related golf facilities; directs and participates in scheduling the use of facilities and conduct of tournaments; assigns personnel engaged in such activities and performs related duties as required.

Requires responsibility for interpreting and coordinating departmental policies and procedures regarding the operational aspects of the city's golf programs; enforcing through subordinates the rules and etiquette of the game of golf; frequent and continuing contact with sports officials, representatives of groups, organizations and individuals in connection with golfing activities; keeping operational and personnel records and files; and preparing regular and special reports as required.

EXAMPLES OF DUTIES:

1. Schedules, assigns, trains and supervises starters and marshals at all city golf courses; insures that starter offices are manned whenever courses are open; and coordinates golf operations and safety rules with the Assistant Director, Golf Course Maintenance.

2. Insures equitable use of golf facilities through a system of registrations and telephone reservations; contacts starters at each golf course daily; interprets golf rules and resolves differences arising from the rules or etiquette of the game; periodically audits the players' register.

3. Supervises the registration of resident golfers; establishes policy for the payment, collection, deposit and accounting for playing, locker rental and other fees; insures compliance with established procedures relating to personnel injuries and other emergencies occurring on the golf course; investigates damages due to vandalism and prepares reports as directed.

4. Assists in the preparation for and conduct of tournaments and promotes play through competition, clinics, exhibitions and instruction; records handicaps for individual golfers; may meet with representatives of golfing groups for discussion of city sponsored golf programs.

5. Administers assigned personnel; evaluates performance records of new employees; reviews and approves employee and golfer accident reports; approves employee timerolls and distributes warrants.

6. Inspects clubhouses, playing areas, starter offices and concession operations frequently and takes corrective action where appropriate, or refers delinquencies to the responsible supervisor.

7. Prepares budget requirements for anticipated personnel, supply and equipment requirements; maintains an operating level of supplies at all golf courses; keeps records reflecting expenditure from budgeted funds.

8. Supervises the work of clerical personnel; drafts correspondence relating to golf operations; requisitions supplies and equipment; supervises the collection of and accounting for fees paid to starters; maintains files reflecting public participation in the city's golf programs.

9. Investigates complaints relating to golf course operations and submits findings to the Golf Director.

10. May act for the Golf Director as directed.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires a high school diploma or equivalent and five years of increasingly responsible experience as a golf starter or marshal at a large

CLASS TITLE: ASSISTANT DIRECTOR, GOLF COURSE OPERATIONS

CODE: 3228

MINIMUM QUALIFICATIONS:

golf facility, or an equivalent combination of education and experience.

Knowledge, Ability and Skills: Requires a thorough knowledge of the rules and etiquette of the game of golf; ordinances, regulations and policy relating to golf programs conducted by the Recreation and Park Department. Requires some knowledge of golf course maintenance requirements.

Requires ability to: Interpret and enforce golf rules and the department's operational policy; deal tactfully with the golfing public; manage cash collections and deposits; supervise subordinates at widely separated locations; speak and write effectively.

Requires some skill in playing the game of golf.

License: Requires a valid California Driver's License.

PROMOTIVE LINES:

To : 3230 Golf Director

From: 3226 Golf Course Starter  
Original entrance examination

Adopted: 2/4/74

(Retitles and amends class 3228 Golf Course Operations Supervisor).

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: GOLF DIRECTOR

CODE: 3230

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, plans, organizes, develops and administers the city-wide golf program of the Recreation and Park Department; directs through subordinates the operation of city-owned golf courses and related facilities; directs the maintenance and repair of golf courses and facilities; and performs related duties as required.

Requires major responsibility for: Developing, coordinating and executing policies, methods and procedures relating to the city's golf facilities and programs; exercising fiscal control and accounting of leases, fees, supplies and equipment; making important contacts with sports officials, groups and individuals in connection with Golf Division activities; directing the preparation and maintenance of important operational, financial, personnel and specialized records and reports.

EXAMPLES OF DUTIES:

1. Plans, organizes, and directs all facets of the city-wide golf programs and the maintenance of the city's golf courses and related golf facilities.
2. Through Assistant Directors, supervises the selection, training, assignment, and evaluation of all employees involved in golf operations and golf course maintenance.
3. Serves as the departmental staff consultant in all matters relating to the city's golf programs to include construction of new facilities, modification of existing facilities, procurement of new equipment, and the establishment or revision of operational policies.
4. Promotes participation in city-sponsored golf activities; confers with golfing association representatives for the planning and conduct of tournaments and other competitive play; organizes golf clinics and exhibitions and secures professional assistance as required to conduct them; schedules play throughout the city's facilities in order to insure optimum participation by all categories of golfers.
5. Confers with concessionaires reference lease conditions; confers with the department Business Manager reference fees to be charged, collection, accounting, and auditing procedures, safekeeping of monies and supplies, and purchase of supplies and equipment; prepares the annual Golf Division budget; prescribes controls governing expenditures from budgeted funds; and maintains records supporting the Golf Division's financial transactions.
6. Provides for the security of all city property and equipment installed or maintained at or adjacent to the city's golf courses; and establishes procedures to insure the personal safety of golfers and city employees.
7. Makes frequent inspections of the city's golf facilities to insure that standards of efficiency, courtesy, and grounds maintenance are being observed; confers with concessionaires reference service commitments in leasing agreements.
8. Publishes local rules, policy and procedures governing administration of employees and play of golfers at the city's golf facilities; and serves as arbiter of disputes arising out of the official rules of etiquette of the game of golf.
9. Maintains records reflecting public participation in the city's golf activities; reviews and responds to the division's correspondence; and supervises the maintenance of the division's files.
10. Coordinates activities of the Golf Division with other management personnel in the Recreation and Park Department; attends meetings, and may represent the department in golf-related conferences.

CLASS TITLE: GOLF DIRECTOR

CODE: 3230

MINIMUM QUALIFICATIONS:

Training and Experience: Requires a baccalaureate degree and a minimum of five years of increasingly responsible experience as a supervisor of golf operations and/or golf course maintenance at an 18-hole or larger private golf course, or at a group of municipal courses; or an equivalent combination of education and experience.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: The rules of the game of golf and the management of multiple golf facilities; the ordinances, regulations and policies governing the Golf Division of the Recreation and Park Department; and a good working knowledge of the grounds and building maintenance requirements of a city-owned golf course system; and the civil service rules and policy.

Requires ability to: Coordinate the work of maintenance and operations personnel; manage the business aspects of a large-scale golf program; work effectively with the golfing public in presenting the department's golf program to interested groups; keep records and write reports.

Requires a thorough knowledge of the game of golf as well as the design and layout of municipal golf courses.

License: Requires possession of a valid California Driver's License.

PROMOTIVE LINES:

To : No normal lines of promotion

From: 3228 Assistant Director, Golf Course Operations  
3462 Assistant Director, Golf Course Maintenance  
Original entrance examination

Adopted: 2/4/74

(NEW CLASS)

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES****SAN FRANCISCO  
PUBLIC LIBRARY****JOB CODE TITLE: MARINA ASSISTANT MANAGER****JOB CODE: 3232****Definition:**

Under general supervision, a Marina Assistant Manager is responsible for patrolling and providing security for marina owned facilities and equipment including private boats berthed at the marina; performing routine maintenance of plumbing, electrical and structural systems of wooden docks and related facilities; interacting with a variety of people on issues related to boating safety and law, marina rules and regulations, and enforcing ordinances, laws and regulations governing the use and safety of the marina.

**Distinguishing Features:**

This is an entry-level job code, which is distinguished from code 3233 Marina Associate Manager in that the latter is a first-line supervisor and is responsible for supervising the 3232 Marina Assistant Manager.

**Supervision Exercised:**

None.

**Examples of Important and Essential Duties:**

According to Civil Service commission Rule 9, the duties specified below are representative of the range of duties assigned to the 3232 Marina Assistant Manager, and are not intended to be an inclusive list.

1. Patrols the Marina and Yacht Harbor to prevent vandalism and damage to property; provides protection to yachtsmen; registers watchman's clock at established stations during each round.
2. Inspects floats and berthing areas to prevent encroachments and obstructions that might endanger navigation.
3. Checks boats in assigned berths for proper and adequate securing, and takes corrective action as required; may be required to operate the harbor patrol boat in support of other City departments.
4. While patrolling harbor facilities, enforce City and County ordinances relating to the Marina.
5. May assign berths to permanent and transient lessees.
6. Inspects harbor facilities for damage or hazardous conditions and prepares work lists and work orders as required.
7. Performs minor routine maintenance on facilities and related equipment; performs routine maintenance of plumbing, electrical and structural systems of wooden docks and related facilities.
8. Prepares weekly time records and other reports as directed.
9. Collects and accounts for monies paid for permanent and temporary berth rentals.
10. Provides a visible presence to prevent theft and acts of vandalism.
11. Interacts with a variety of people on issues related to boating safety and law, marina rules and regulations, weather and tourist information.

**Job Related and Essential Qualifications:**

**Knowledge of:** Federal, State, City and County laws, regulations and codes relating to the operation of a recreational boating facility; marina maintenance; basic seamanship; small boat documentation and registration procedures; rules of the road, storm and weather signals; and routine clerical procedures.

**Ability to:** operate a small craft; operate hand and power tools; relate effectively to a variety of people; deal courteously and effectively with the public, visiting boatmen, and City and other officials; and maintain simple records.

**Experience and Training Guidelines:**

1. One year (2000 hours) of verifiable experience in the operation of a marina yacht harbor, commercial fishing harbor, or equivalent. Such experience MUST have specifically included: patrolling and inspecting docks and facilities; performing routine electrical, plumbing and mechanical maintenance; general use of hand and power tools and pumps; routine report writing; operation of small sail, power/non-power driven craft;  
**AND**
2. Possession of a valid Standard First Aid Certificate (SFA).  
**AND**
3. Possession of a valid California driver's license.  
**AND**
4. Possession of a valid Basic Water Rescue Certificate or Lifeguard Certificate. (Possession of either a Basic Water Rescue Certificate or a Lifeguard Certificate is required within four months of appointment.).

**Special Requirements:**

- A. This position may require incumbents to: work shifts, weekends and holidays; operate marina patrol boats while performing security, maintenance or towing duties; swim in deep water; administer CPR, and first aid; work in adverse weather conditions; and lift up to 50 lbs.
- B. Incumbents will be required to obtain either a Basic Water Rescue Certificate or a Lifeguard Certificate within four months of appointment.
- C. Certificates must be current (valid) as of the time of appointment. Maintaining the required certificates after appointment is a condition of employment.

**Effective Date:** 12/14/70, 7/1/77

**Amended Date:** 11/5/99

**Reason for Amendment:**

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: MARINA ASSOCIATE MANAGER

CODE: 3233

CHARACTERISTICS OF THE CLASS:

Under the supervision of the Marina Manager, supervises a shift of employees engaged in the inspection, repair and routine maintenance of marina structures, facilities, and equipment; assists the Marina Manager with budget preparation, planning, assignment of berth spaces and monitoring of rental agreements; carries out various safety related programs and may direct search and rescue operations; has frequent contact with the public, boaters, and other groups and organizations; acts for the Marina Manager in the latter's absence; and performs related duties as required.

DISTINGUISHING FEATURES:

This single-position class provides administrative assistance to the Marina Manager and function's as first-line supervisor with responsibility for directing the day-to-day activities of a shift of subordinate personnel at the Yacht Harbor. This position is distinguished from the lower level class of Marina Assistant Manager in that it plans, assigns and supervise the work of the latter class.

EXAMPLE OF DUTIES:

"This class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Supervises, trains, evaluates and directs Marina employees on a shift who perform minor and routine maintenance, repair and upkeep of structures and facilities (both floating and ashore), and security systems of the Marina Yacht Harbor; inspects work to ensure work is performed properly, and notifies Marina Manager of major repair problems; may perform maintenance work as required.

2. Maintains operations and maintenance guides and security manuals and enforces and interprets all laws, regulations, departmental rules, policies and procedures to boaters, the public and staff governing the use of the Marina and related facilities.

3. Maintains various logs and records including fee collection, incident reports, berth waiting list, search and rescue reports, maintenance logs, weather logs, timesheets, and performance evaluations; prepares purchase orders and monitors inventory of supplies and equipment.

4. Assists the Marina Manager with various administrative matters such as budget preparation; planning for the operation, use, maintenance, safety and security of the Marina and related facilities and equipment; assigning permanent and temporary berth spaces and checking small craft documentation and registration procedures; monitoring rental agreements for compliance and collecting necessary fees and charges; acts as Marina Manager in the latter's absence.

5. Carries out fire prevention, safety, security and protection programs for Marina facilities and boats berthed at the Marina; assists and may direct emergency response and search and rescue operations, life-saving and first-aid operations on the waters adjacent to the Marina.

## EXAMPLE OF DUTIES: (continued)

6. Establishes and maintains effective working relationships with the public, boaters, and other groups and organizations; answers inquiries, responds to complaints and provides general information regarding safe boating practices, tides, currents and weather conditions, State and Federal boating laws and regulations, and Marina rules, regulations and ordinances governing the operation of the Marina.

## QUALIFICATIONS:

"The examination announcement shall provide the qualifications and other particulars. Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: A working knowledge of the laws, regulations and procedures relating to the operation of a recreational boating facility; the materials, methods and equipment commonly used in building and public works maintenance and repair and in the operation and care of mechanical cleaning equipment; and good knowledge of boating rules and regulations, weather patterns, tides and currents, and boating safety practices.

Ability to: Deal courteously and effectively with the public, boaters, and others; communicate effectively orally and in writing and complete routine records and reports.

ADOPTED: 9-18-89

#4098c

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: MARINA MANAGER

CODE: 3234

CHARACTERISTICS OF THE CLASS:

Under general direction, plans, organizes and directs the operations, and maintenance of the San Francisco Marina and Yacht Harbor; administers the Yacht Harbor Division budget and capital improvement projects; represents the Department before various boards, commissions, and other organizations and groups; and performs related duties as required.

DISTINGUISHING FEATURES:

This single-position class is responsible for the operations, maintenance, safety and security of the San Francisco Marina and Yacht Harbor. Under the general direction of the Park Superintendent, it is responsible for supervising and directing all activities of the Marina.

EXAMPLES OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Identifies structural, mechanical and electrical problems of the Marina; develops work plans for work shifts and assigns, evaluates, inspects and directs the work of subordinate staff engaged in all phases of the Marina maintenance, safety and security operations.
2. Prepares, manages and monitors the Division's annual budget, allocates materials and supplies; maintains records and produces reports of revenue and expenditures; conducts annual berth rental fee survey to determine the competitiveness of charges and makes recommendations to the Recreation and Park Commission for proposed changes; recommends policies with respect to fees, berth assignments, and concession operations.
3. Assures compliance with all laws, ordinances, rules and regulations governing the Marina; develops operating procedures for the Marina facilities; acts as a liaison with other governmental agencies such as the U.S. Coast Guard, National Park Service, Police and Fire Department; establishes the necessary safety and security controls and directs emergency response activities as required.
4. Develops and implements capital improvement projects for the redesign and renovation of the physical structures and supports at the Marina; establishes project goals and priorities, conducts public hearings, reviews contract documents, formulates the project budget, and monitors the various phases of construction by on-site inspections.
5. Directs public relations activities with the boating public including correspondence with individual boaters, members of various yacht clubs and their officers, and other organizations and groups; assists in planning and coordinating civic projects and events which take place in the marina area; mediates disputes and responds to complaints and inquiries from the public.

CLASS TITLE: MARINA MANAGER

CODE: 3234

QUALIFICATIONS:

"The examination announcement shall provide the qualifications... and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Knowledge of: public harbor administration and operation; laws, ordinances, rules and regulations pertaining to marinas; search and rescue techniques; personnel management and supervision; budget preparation and capital project administration.

Ability to: Plan and direct marina operations; plan, assign, train, evaluate and supervise subordinate personnel; maintain records and prepare reports; communicate effectively orally and in writing, exercise good public relations skills.

AMENDED: 12-14-70

RETITLED: 7-1-77

AMENDED: 9-18-89

#4097c

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DANCE INSTRUCTOR

CODE: 3238

CHARACTERISTICS OF THE CLASS:

Under direction, plans and conducts groups instructions in folk, square, and round dancing; and performs related duties as required.

Requires responsibility for: stimulating interest in folk dance instructions and conducting classes in accordance with recreation and park department policy and the directions of the supervisor; continual personal contact with students and the general public; initiative and creativeness in planning lessons and dance programs.

EXAMPLES OF DUTIES:

1. Teaches folk, square and round dancing to all age groups at various recreational centers.
2. Prepares lesson content for each class to coincide with the ability and degree of advancement of the groups.
3. Attends special classes, whenever available, in search of new dances and techniques for introduction into the dance instruction program; participates in special programs and exhibits for special events.
4. Consults with community groups in order to develop dance projects to meet the needs of the locality.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in the dance and recreation.

Requires at least six months of experience in dance instruction; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of various phases of folk, square and round dancing and some knowledge of the field of recreation.

Requires the ability to: originate, plan and develop interest in a program of diversified dancing; establish and maintain effective personal contact with students, associates and the general public; effectively instruct in the dance.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Original entrance examination



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DRAMA INSTRUCTOR

CODE: 3240

CHARACTERISTICS OF THE CLASS:

Under general supervision, plans and conducts a program of instruction in dramatics and related theatrical activities; and performs related duties as required.

Requires responsibility for: efficient methods of instruction; the custody of stage props, costumes and other property; making reports and keeping records of activities; extensive personal contacts with students, groups, organizations and the general public.

EXAMPLES OF DUTIES:

1. Is responsible for conducting individual or group studies of all phases of play production technique; conducts play rehearsals and presentations at various locations.

2. Conducts instructions in drama, consisting of history, basic training, acting methods, speech correction, play reading, pantomime and makeup.

3. Makes selection of play productions; conducts tryouts, rehearsals, presentations and supervises the stage settings, props, lighting, sound effects, posters, etc.

4. Organizes and conducts groups in legitimate and amateur plays, TV programs, movies, etc.; conducts discussions and analyses of same and summarizes values involved.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in drama and recreation.

Requires at least six months of experience in dramatics instruction; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of various phases of dramatics and teaching methods and a good knowledge of recreational theory and practice.

Requires ability to: teach dramatics; meet the public; apply superior oral expressions.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Original entrance examination



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DRAMATICS AND DANCING SUPERVISOR

CODE: 3242

CHARACTERISTICS OF THE CLASS:

Under general direction, plans, organizes, directs and promotes a major and diversified city-wide program of dramatics and dancing activities as part of a comprehensive recreation program; acts as a staff consultant on recreational activities involving dramatics or dancing; and performs related duties as required.

Requires considerable responsibility for: the execution and development of broad policies as defined by superiors; supervision of the custody, maintenance and repair of the properties of the drama and dancing division; the preparation and submission of operating reports and budget estimates; the analyses of community requirements as related to dramatics and dance programs involving the use of considerable initiative and judgment in their promotion, planning and direction.

EXAMPLES OF DUTIES:

1. Assigns duties to and reviews the completed work of subordinate employees; interprets departmental policies and rules to employees; plans, directs and promotes the various activities of the drama and dance division; schedules weekly programs for all age groups and in addition, plans, organizes and directs special drama and dance activities.
2. Selects suitable materials for various programs; directs the cataloging and maintenance of a central play library and folk dance file for city-wide use; prepares scripts and narrative material; arranges choreography and designs costumes for dance programs; directs the purchase of costumes or materials for costumes; reviews costume inventory regularly.
3. Conducts in-service training for drama and dance division staff and other recreation personnel; consults with recreation personnel in planning programs to be given at various recreation units on special occasions; reviews program content for all events involving drama and dance activities.
4. Cooperates with other employees of the recreation and park department and civic or neighborhood groups in promoting, organizing and directing city-wide civic events; plans programs given by drama and dance division for public agencies, charitable and philanthropic organizations; supervises the recreation staff and the activities conducted at story land.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in the dramatic arts and recreation.

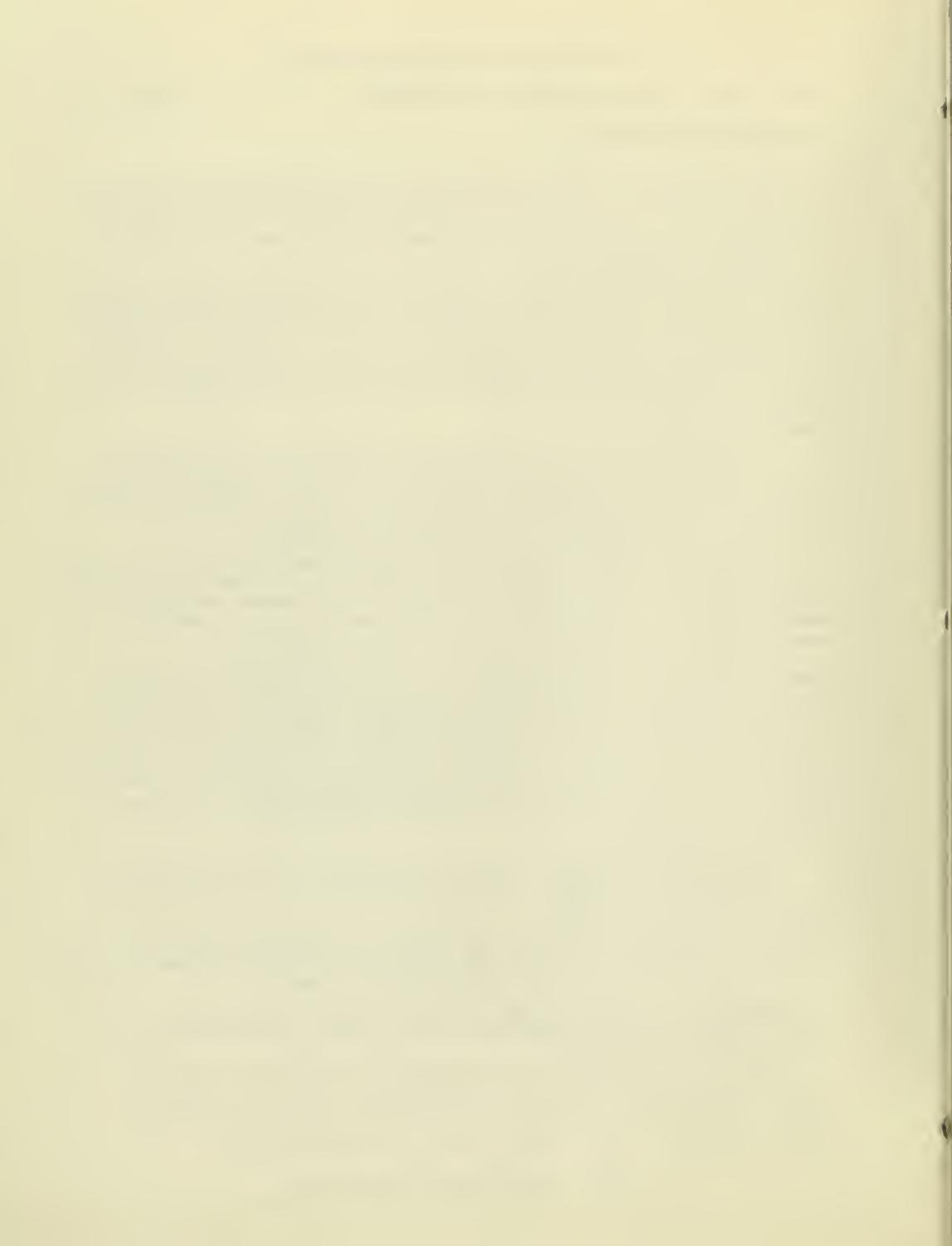
Requires at least five years experience in recreational leadership, including two years in a responsible capacity in a program of dramatic arts; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of various phases of dramatic arts and dancing, especially as applied to a large recreational program.

Requires outstanding ability in dramatics instruction; oral and written expression; planning, developing and coordinating a program of dramatics and dancing as a part of a comprehensive recreation program.

PROMOTIVE LINES: To: Recreation Assistant Superintendent

From: Recreation Area Supervisor  
Supervising Recreation Director



AUG 31 2000

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**SAN FRANCISCO  
PUBLIC LIBRARY**JOB CODE TITLE:** Pianist**JOB CODE:** 3246  
**Business Unit:** COMMN**Definition:**

Under general supervision, provides piano accompaniment for various recreational activities; and performs related duties as required. This position requires responsibility for carrying out musical assignments according to instructions and well defined policies, involving making constant contacts with those participating in musical recreational activities.

**Supervision Exercised:**

None

**Examples of Important and Essential Duties:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Plays piano for vocal groups, folk dance groups, toy symphonies, ballet classes, playground music periods, special programs, and program rehearsals.
2. May teach folk singing or conduct and instruct various orchestral or vocal groups.
3. Performs related duties and responsibilities as assigned.

**Job Related and Essential Qualifications:****Knowledge of:** musical theory

**Skill and Ability to:** play the piano as an accompanist or soloist; sight read piano music; work successfully with the public in various recreational musical activities.

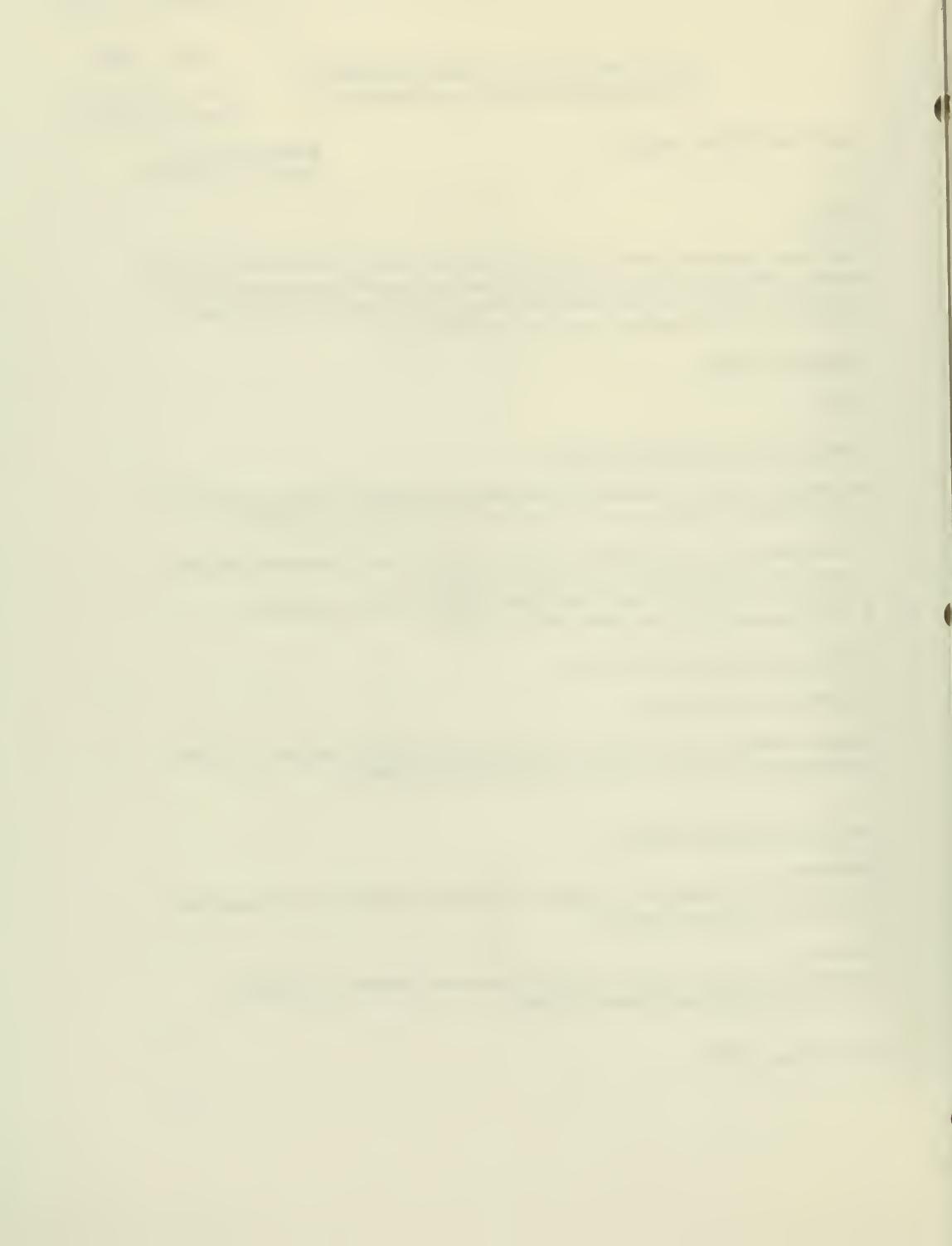
**Experience and Training Guidelines:****Experience:**

One year of verifiable experience as a professional pianist or piano instructor; or an equivalent combination of training and experience.

**Training:**

Completion of five years of musical training at a conservatory of music or at a college or university with a recognized department of music.

**Effective Date:** 8/18/00



CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

CLASS TITLE: TECHNICAL INSTRUCTIONAL ASSISTANT – PIANIST

CODE: 3248

DEFINITION:

Under general direction, in the Music and Physical Education Departments of the San Francisco Community College District, the Technical Instructional Assistant - Pianist, provides musical accompaniment for dance classes and events, and performs related duties as required.

DISTINGUISHING FEATURES:

The Technical Instructional Assistant – Pianist, is responsible for carrying out musical assignments in accordance with departmental instructions and policies, and requires contact with those participating in musical and dance performances.

SUPERVISION EXERCISED:

None.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed."(CSC Rule 9)

1. Provides piano/keyboard accompaniment for repertoire, exercises and performances, as well as accompaniment for ballet, modern jazz, tap, and dance composition classes.
2. Plays in classroom and outside of class as a rehearsal pianist/coach.
3. Performs music for concerts, special events and master classes as needed.
4. Accompanies classes on projects and special events such as school performances and community services as arranged by instructor or chairperson.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

ABILITY TO: sight read at or above the level of the class materials.

SKILL TO: play in a variety of styles, including classical, musical, theatre, popular, gospel and jazz.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

TRAINING: Completion of at least five years of recognized musical training at a conservatory of music, a college or university.

EXPERIENCE: At least one year of experience as a professional pianist or piano instructor/dance pianist.

Note: This class is exempt from examination under the provisions of the City and County of San Francisco Charter, section 10.104.10.

Effective: 3/19/99

CLASS TITLE: ORCHESTRA INSTRUCTOR

CODE: 3250

CHARACTERISTICS OF THE CLASS:

Under direction, instructs, rehearses and conducts the recreation department symphony orchestra; and performs related duties as required.

Requires responsibility for organizing and conducting a volunteer amateur orchestra with wide latitude for independent judgment and action in matters such as methods of conducting, selection of repertoire and assignment of volunteer musicians.

EXAMPLES OF DUTIES:

1. Conducts civic symphony orchestra rehearsals weekly and extra rehearsals whenever necessary for special programs and events; conducts the recreation symphony in two concerts each year.
2. Gives individual instruction to various members of the orchestra whenever necessary.
3. Writes special musical arrangements; studies new scores for possible performance.
4. Recruits new orchestra members; personally reviews all applications.
5. Makes recommendations to the supervisor of music regarding purchase of new music and instruments; uses material from the recreation library, public library, university of California library and other sources in arranging music for concerts.
6. Arranges, by correspondence or personal contact, clearance with the musician's union for members playing in concerts.
7. Keeps supervisor of music fully informed regarding programs, progress of individual members of the orchestra, condition of instruments and other related matters.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of at least five years of musical training at a conservatory of music, or at a college or university with a recognized department of music.

Requires at least six years of experience as a professional musician, musical instructor, orchestral conductor, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of music, including orchestration, arrangement, conducting and instruction.

Requires outstanding ability and skill to organize, conduct and instruct an amateur recreation orchestra; to play, professionally, at least two orchestral instruments; apply leadership qualities in organizing, directing, and instructing a group of amateur musicians.

CLASS TITLE: ORCHESTRA INSTRUCTOR (Continued)

CODE: 3250

PROMOTIVE LINES:

To: Supervisor of Music

From: Music Assistant  
Original entrance examination

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: MUSIC SUPERVISOR

CODE: 3252

CHARACTERISTICS OF THE CLASS:

Under general direction, plans, organizes and directs a major and diversified city-wide program of musical activities as part of a comprehensive recreational program; and performs related duties as required.

Requires considerable responsibility for: the development of a broad program of musical activities according to broadly defined departmental policies; supervision of the custody, maintenance and repair of departmental properties such as musical instruments and files of music; making personal contacts with recreation division staff in the coordination of activities and the representation of the music division before civic or community organizations or groups; submission of operational reports and annual budget estimates; analyses of the needs of the community insofar as public musical recreation is concerned; the use of initiative and judgment in the planning, direction and promotion of a program to fill these requirements.

EXAMPLES OF DUTIES:

1. Plans, organizes, coordinates and directs all of the activities of the music division; arranges programs and schedules; selects instructors and musical materials, supplies, equipment and instruments for various regularly scheduled and special musical activities or events.

2. Assigns duties to and directs the activities of pianists and recreation leaders; prepares budget estimates and requests for equipment and supplies; directs the loan, use, maintenance and repair of all instruments and music files; coordinates the musical activities of playgrounds and recreation centers in their participation in special musical events or in other activities which involve the music division; interprets to departmental employees the policy of the music division; conducts in-service training classes for music division employees and other recreation personnel.

3. Instructs and directs certain groups participating in the musical activities program of the recreation and park department such as the adult chorus, teen chorus, senior citizens chorus and children's choruses; speaks before various groups on the activities of the music department and represents the department before musical groups, community organizations and other groups interested in the recreational musical programs.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of at least five years of musical training at a conservatory of music, or at a college or university with a recognized department of music.

Requires at least eight years of experience as a professional musician, musical instructor or orchestra conductor, including two years in a responsible administrative capacity in a large program of recreational musical activities; or an equivalent combination of training and experience.

CLASS TITLE: MUSIC SUPERVISOR  
(continued)

CODE: 3252

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: various phases of a recreational program of musical activities; musical literature suitable for a wide range of community and group use; musical terminology and musical theory.

Requires the ability and skill to: work and supervise musical groups, especially bands, orchestras and choruses; plan and supervise city wide musical events; plan, organize, coordinate and direct the work of others; play the piano and one other orchestral instrument professionally.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Original entrance examination

CLASS TITLE: PHOTOGRAPHY INSTRUCTOR

CODE: 3256

CHARACTERISTICS OF THE CLASS:

Under general supervision, instructs individuals and groups in various aspects of photographic technique as part of a general recreation program; maintains and operates photographic equipment; and performs related duties as required.

Requires responsibility for: teaching photography and developing techniques according to instructions from the director of photography; the correct use of dark room and developing equipment; extensive public contact; maintenance of the records of the photography center.

EXAMPLES OF DUTIES:

1. Conducts classes and gives individual instructions in photography and dark room techniques, including use and care of developing, enlarging and other equipment; counsels with and advises photography students.
2. Prepares dark room for use; checks and repairs equipment; prepares projects and materials in connection with photographic competitions, displays and special programs.
3. Interviews and registers new members; collects dues and membership cards.
4. Conducts guided tours through the photography center.
5. May act for the director in his absence; prepares records of photography center memberships and performs related clerical duties in connection with the activities of the photography center.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in recreation.

Requires at least two years of experience as a professional photographer or photography instructor; or an equivalent combination of training and experience.

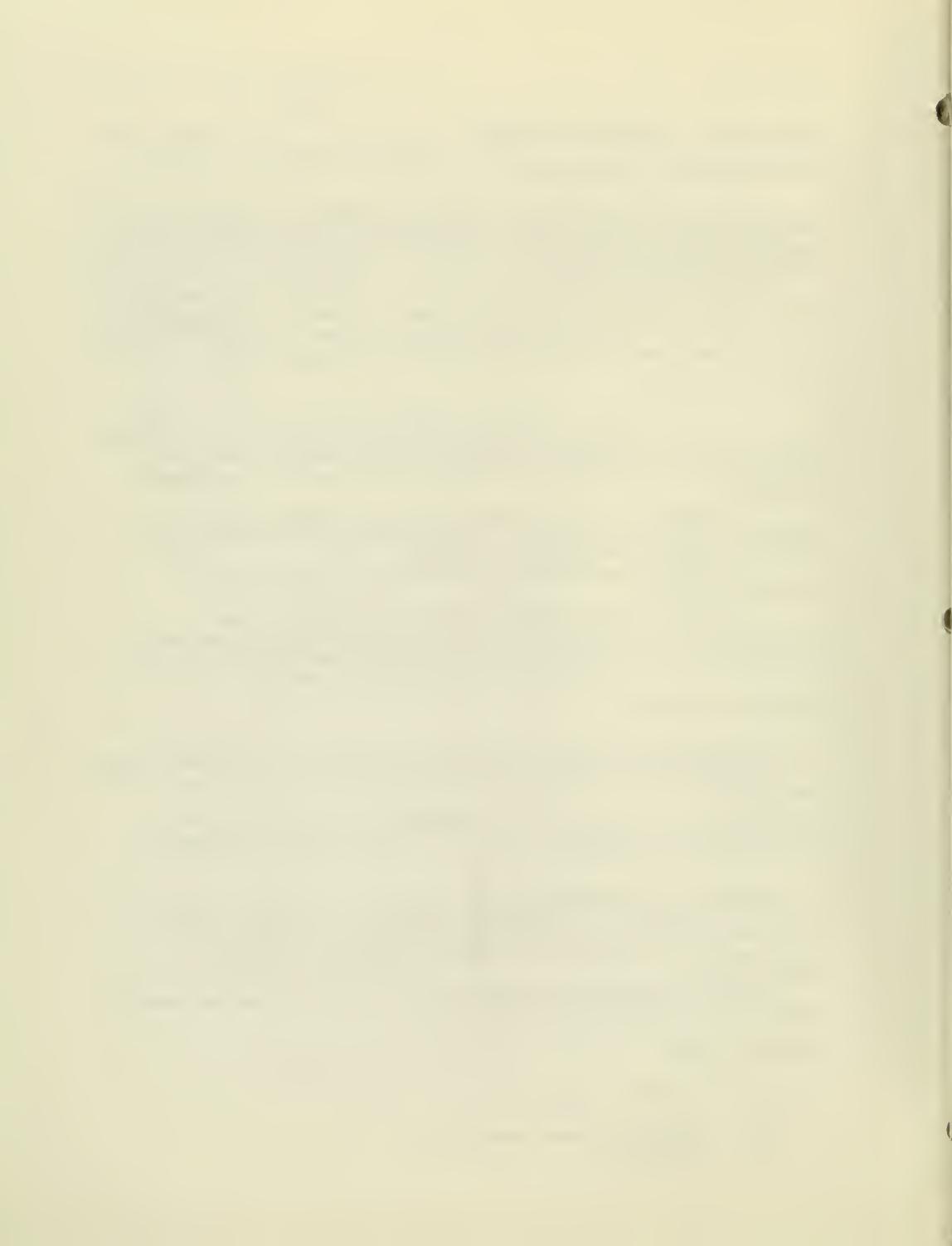
Knowledge, Abilities and Skills: Requires a thorough knowledge of: the theory and practice of modern photography, including dark room techniques and the use of developing and enlarging equipment; the field of recreation as it applies to a program of amateur photography instructions.

Requires considerable ability and skill to use various photographic equipment and instruct others in its use.

PROMOTIVE LINES:

To: Photography Director

From: Original entrance examination  
Photographer



CLASS TITLE: SENIOR PHOTOGRAPHY INSTRUCTOR

CODE: 3257

CHARACTERISTICS OF THE CLASS:

Under direction, assists in the operation of the public photography center and in the planning, development and coordination of special photography programs; performs technical work in photography instruction; assists in the supervision of photography instructors; and performs related duties as required.

Requires responsibility for: explaining and enforcing existing policies and methods to students, organizations and staff members; controlling the use of the photography center building, its facilities, equipment and supplies; making continuing public contact; maintaining various records of the photography center and its operations.

EXAMPLES OF DUTIES:

1. Assumes responsible charge for the details of operation of the photography center; administers daily work schedule of the photography instructors and develops and prepares various special assignments as directed.

2. Acts for the director in his absence; prepares records of photography center memberships and maintains various other records of the operation of the photography center.

3. Conducts guided tours through the photography center; interviews prospective members; furnishes information to the general public or groups interested in the activities of the photography center.

4. Prepares supplies and equipment for use by instructors and students of the center; enforces adherence to the rules of the photography center pertaining to the use of such supplies and equipment.

5. May give lectures to photography classes and otherwise instruct groups and individuals in the technical phases of photography.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in recreation.

Requires at least three years of experience as a professional photographer or photography instructor; or an equivalent combination of training and experience.

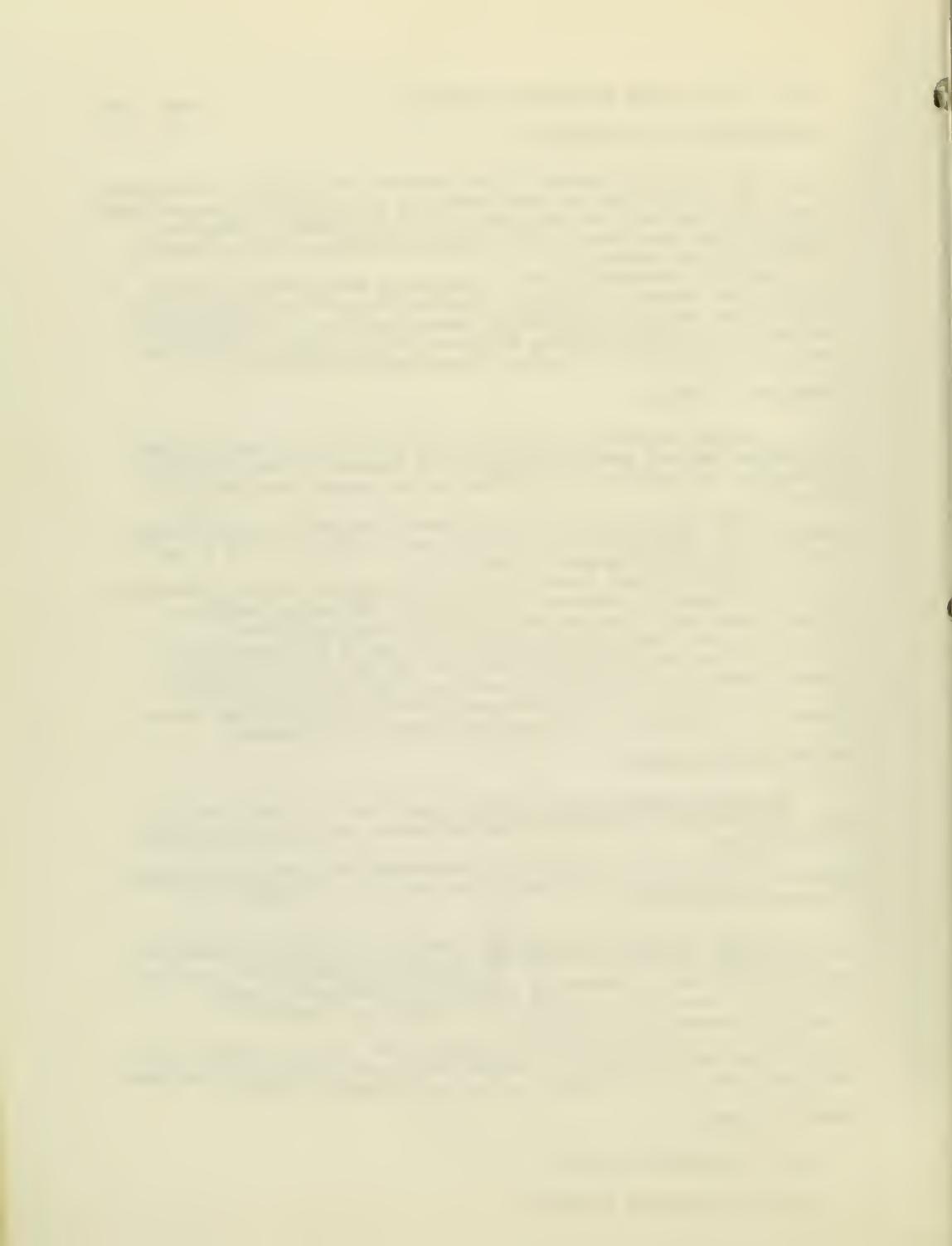
Knowledge, Abilities and Skills: Requires a thorough knowledge of: the theory and practice of modern photography, including dark room techniques and the use of developing and dark room equipment; modern recreational theory and practice, particularly as it applies to a program of photography instruction.

Requires considerable ability and skill to: use photography equipment and instruct and supervise others in its use; make personal contacts with staff members, individuals, groups and the general public.

PROMOTIVE LINES:

To: Photography Director

From: Photography Instructor



CLASS TITLE: PHOTOGRAPHY DIRECTOR

CODE: 3258

CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for the operation of the public photography center and the planning, development and direction of special photography programs; performs difficult, technical work in photography instruction; supervises a staff of photography instructors; and performs related duties as required.

Requires responsibility for: executing the photography program in conformance with the broad policies of the department; controlling the use of buildings and facilities; making personal contacts with individual students, classes and the general public; analyzing the needs of the photography center and using considerable initiative and judgment in executing the program.

EXAMPLES OF DUTIES:

1. Prepares and delivers lectures on various aspects of photography and plans special events such as the annual photography day, field trips and competitions.
2. Develops and directs various specialized photography courses given at the photography center and assigns duties to subordinate employees.
3. Consults with, reviews and supervises the work of the staff and interprets rules, regulations and policies of the recreation and park department to employees.
4. Writes photography articles, rules for competitions and publicity for newspapers and magazines and conducts classes in connection with the operation of the photography center.
5. Prepares purchase requisitions for equipment and supplies.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four year college or university, with a baccalaureate degree, with major course work in recreation.

Requires at least four years of experience as a professional photography or photography instructor.

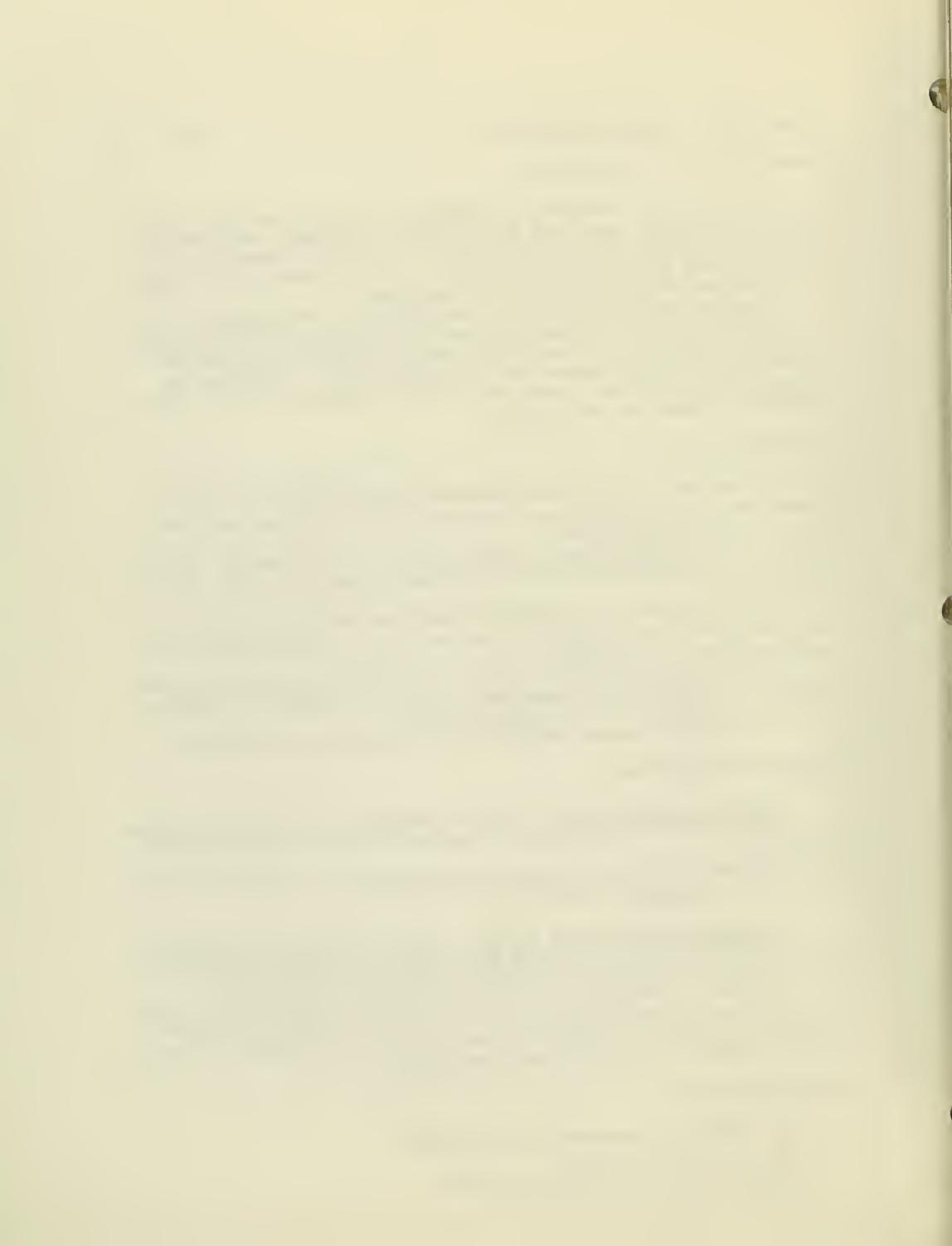
Knowledge, Abilities and Skills: Requires thorough knowledge of: the theory and practice of modern photography; the field of recreation as it applies to a program of amateur photography instruction.

Requires considerable ability and skill to: use photography equipment and instruct and supervise others in its use; conceive, plan and administer programs of instruction and displays of photography; make personal contacts with individuals and groups.

PROMOTIVE LINES:

To: Recreation Assistant Superintendent

From: Senior Photography Instructor



CLASS TITLE: CRAFTS INSTRUCTOR

CODE: 3260

CHARACTERISTICS OF THE CLASS:

Under direction, teaches various arts and crafts to children in connection with the recreation program of the board of education; and performs related duties as required.

Requires responsibility for: planning and developing a recreational arts and crafts program in conformity with the policies of the board of education; achieving minor economies in prevention of loss or waste of equipment and supplies; continuous personal contact with students.

EXAMPLES OF DUTIES:

1. Plans, develops and conducts classes for children in various subjects relating to arts and crafts.
2. Gives individual and group instruction in water color painting, sewing, weaving, paper construction, modeling and painting plaster of paris and papier-mache, artificial flower making and the manufacture of various items from pyro-lace cord.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in recreation or a related field, including courses in arts and crafts; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of: the theory and practice of arts and crafts as used in recreational programs.

Requires skill and ability: in various phases of arts and crafts; to instruct others in these skills; to display initiative, imagination and resourcefulness in improvising uses of various raw materials for arts and crafts purposes.

PROMOTIVE LINES:

To: No normal line of promotion

From: Original entrance examination

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CLASS TITLE: CURATOR OF ARTS AND CRAFTS, JUNIOR MUSEUM

CODE: 3262

CHARACTERISTICS OF THE CLASS:

Under direction, conducts a program of arts and crafts for children, juveniles and adults; and performs related duties as required.

Requires responsibility for: planning and developing programs according to policy of the recreation and park department; care and use of machinery and equipment used in arts and crafts activities; continuous personal contacts with students and the public.

EXAMPLES OF DUTIES:

1. Instructs children and adult groups in weaving, puppetry, basket making, painting, textiles, design and other related arts and crafts.
2. Conducts tours of groups and school classes through the museum and instructs such classes in special art activities; prepares materials for daily group work and formulates the general program for arts and crafts; sets up looms or otherwise prepares work area for craft instruction.
3. Confers with college student volunteer instructors and does research for new program materials; maintains inventory and prepares requisitions for supplies for arts and crafts; collects and mounts materials for bulletin boards publicizing the craft programs.
4. Keeps record of daily attendance and prepares related reports.
5. Keeps craft tools and appurtenances in neat and clean order.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in some phase of the arts and crafts, and including recreation.

Requires at least one year of experience as an instructor in an arts and crafts recreation program; or an equivalent combination of training and experience.

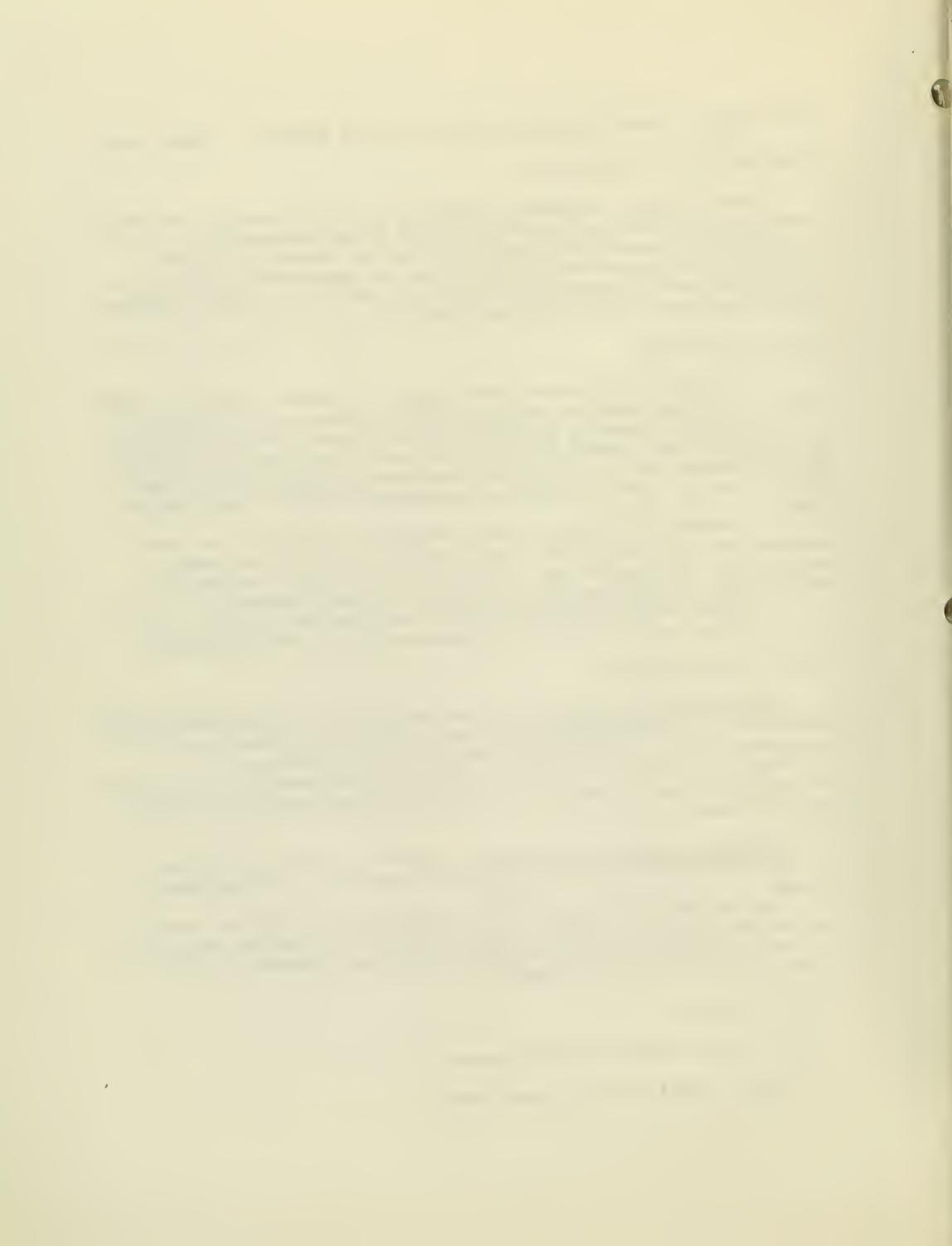
Knowledge, Abilities and Skills: Requires a thorough knowledge of the theory and practice of arts and crafts as used in a recreational program.

Requires skill and ability in: various phases of arts and crafts; instruction of others in these skills; display of initiative, imagination and resourcefulness in improvising uses of various raw materials for different arts and crafts purposes.

PROMTIVE LINES:

To: Senior Curator, Junior Museum

From: Original entrance examination



CLASS TITLE: ASSISTANT TO MUNICIPAL STADIUMS MANAGER

CODE: 3266

CHARACTERISTICS OF THE CLASS:

Under general supervision, assists the manager in custodial and other matters and acts for him in his absence; inspects facilities; performs various custodial assignments; deals with stadium concessionnaires and their employees; and performs related duties as required.

Requires responsibility for: the security of the stadium or pavilion at the close of all activities; tact and good judgment when dealing with the general public in attendance at all events.

EXAMPLES OF DUTIES:

1. Assists in checking construction and repair work when no other inspector is available.
2. Assists manager in preparations for all special events.
3. Assists in dealing with concessionnaires and enforcing proper conduct of their employees.
4. Represents the manager during vacation or at other times when he is absent on business.
5. Checks fuses, lights, radio and television booths on occasions when no electrician is on duty.
6. Is responsible for proper closing and locking of all stadium and pavilion units following public events.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of eight years of elementary school, supplemented by at least two years of experience in responsible custodial work; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge and ability to: exercise good judgment in carrying out instructions; deal courteously and tactfully with the public, press, and stadium concessionnaires and their employees.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Original entrance examination



CLASS TITLE: MUNICIPAL STADIUMS MANAGER

CODE: 3268

CHARACTERISTICS OF THE CLASS:

Under direction, is responsible for the operations of Kezar Stadium and Pavilion and Candlestick Park; supervises custodial employees, grounds-keepers and athletic attendants in preparing the facilities for various events; and performs related duties as required.

Requires responsibility for: checking gate receipts; arranging schedules of events; preparing contracts and hiring temporary help; extensive contacts with the press, concessionnaires, sports promoters and the general public.

EXAMPLES OF DUTIES:

1. Directs the preparation of grounds and facilities for all events, including marking fields, checking watering, covering and removing cover on football fields, and other requirements.

2. Represents the department at major events at the pavilion and supervises and directs all permanent and part-time employees on the day of an event, excepting help employed by the concessionnaires.

3. Supervises and directs the work of all permanent and part-time employees used in cleaning the stadium and handling field cover, and other operations.

4. Works with lessees at the various events in planning the number of ticket sellers, gatemen and ushers required.

5. Assists in having concession contracts prepared and signed for processing by the park commission secretary.

6. Checks all receipts and returns of tickets used by lessees and, where tickets are taxable, prepares a report for the Internal Revenue Department.

7. Arranges all schedules for football, basketball and special events for the approval of the Commission.

8. Maintains daily time sheets for all permanent and part-time help used in the Stadium and Pavilion and pays, in cash, all part-time janitors and janitresses used for cleaning work after the events.

9. Supervises the distribution of working press passes, camera passes, field passes, etc. and is responsible for all billing for rental of the Stadium and Pavilion.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in accounting, business administration or public relations.

Requires at least five years of experience in extensive public contact at a responsible level; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good knowledge of business practice, including business law, especially as pertaining to the operation of a large stadium used for spectator sports and similar events.

CLASS TITLE: MUNICIPAL STADIUMS MANAGER  
(continued)

CODE: 3268

Requires ability and skill to: direct the work of others; deal with representatives of the press, radio and television and promoters, concessionnaires and others having interest in stadium activities.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Original entrance examination

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SCHOOL CHILDREN'S MONITOR

CODE: 3274

CHARACTERISTICS OF THE CLASS:

Under general supervision of a principal, supervises students during the school lunch periods, and the loading and unloading of school buses; maintains order in cafeterias, school buses during transportation, and other areas; and performs related duties as required.

Requires responsibility for: the supervision of the play area, the loading and unloading area according to established policies and rules; the safety of students participating in play and during transportation; maintaining order in playground, on the school buses and other areas.

EXAMPLES OF DUTIES:

1. Supervises elementary school students during school lunch periods.
2. Maintains discipline on the play yard and buses while enroute; enforces playground rules and renders first aid when needed. Reports disciplinary problems to the proper authorities.
3. Supervises children in the cafeteria and in the building on rainy days; responsible for order and discipline.
4. Assists certificated staff in loading and unloading school buses.

MINIMUM QUALIFICATIONS:

Training and Experience: High School graduation is desirable, supplemented by six months' experience with youth groups; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires ability to: work with children, and maintain discipline in large groups of students; work with teachers, principals and parents.

Requires some skill in: first aid to treat minor injuries.

PROMOTIVE LINES:

To: No normal lines of promotion; position exempt from examination

ADOPTED: 2/23/67



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ATHLETICS SUPERVISOR

CODE: 3276

CHARACTERISTICS OF THE CLASS:

Under general direction, plans, organizes, promotes and supervises a major and diversified city-wide program of athletics, sports, games and related activities for various male or female age groups as part of a comprehensive recreational program; and performs related duties as required.

Requires considerable responsibility for: the execution and development of broad departmental policies; submission of operating reports and budget estimates for athletics program; handling and accounting of entry fees for tournaments and other activities, frequently amounting to considerable sums; making frequent contacts with individuals and groups interested in the athletic program of the recreation and park department; the analyses of the recreational needs of the community, especially as related to a program of athletic activities; the use of considerable initiative and judgment in the development and planning of an athletics program to fit these requirements.

EXAMPLES OF DUTIES:

1. Coordinates various aspects of a city-wide program of athletics and sports; plans, organizes and conducts athletic leagues and tournaments; schedules use of facilities such as tennis courts and baseball fields or other play areas; compiles calendar of events; hires and pays referees or other officials; purchases team awards; organizes and conducts athletic clinics; prepares budgets for tournaments; sets and collects fees and established tournament rules and regulations.

2. Attends and sets agenda for meetings of the board of directors of the industrial league; acts as staff consultant on all plans for the construction or alteration of new athletic facilities and the purchase of athletic supplies and equipment.

3. Gives information to individuals and groups interested in participating in the athletic program of the recreation and park department; advises public on facilities, reservations and questions pertinent to the rules of sports and games; conducts in-service training courses for recreation leaders; acts as metropolitan soft ball commissioner for the amateur soft ball association.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in recreation.

Requires at least five years of experience at the professional level in recreational leadership, including two years in a supervisory capacity, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: various sports and games commonly used in a recreation program; general recreational theory and practice.

CLASS TITLE: ATHLETICS SUPERVISOR  
(continued)

CODE: 3276

Requires the administrative ability and skill to: plan, organize, promote and coordinate a city-wide program of athletic activities; direct or supervise the work of subordinates; meet and deal with individuals and groups interested in the athletic programs.

License: Requires possession of a current certificate as a registered recreation leader issued by the state board of recreation personnel.

PROMOTIVE LINES:

To: Recreation Assistant Superintendent

From: Recreation Area Supervisor  
Supervising Recreation Director

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT RECREATION DIRECTOR

CODE: 3280

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs sub-professional routine recreation duties; is responsible for a small recreational unit with a limited degree of recreational activity, or assists at a large recreational unit with a broad recreation program; acts as play leader or instructs in a limited phase of a recreational program requiring knowledge of the fundamentals and techniques of the more common types of recreational games and activities; and performs related duties as required.

Requires responsibility for: carrying out the recreational program according to the policies of the recreation and park department as interpreted by superiors; the custody of the physical assets of a recreation unit; making constant public contacts and exercising tact and diplomacy; preparing simple records and reports on activities.

EXAMPLES OF DUTIES:

1. Assists in planning tournaments and contests.
2. Sets up equipment for games and other recreational activities.
3. Issues recreational supplies and equipment and supervises its care and use.
4. Instructs participants in the fundamentals, techniques and rules of the more common indoor and outdoor games; leads play activities.
5. Assists in organizing and instructing participants in craft work activities; maintains discipline.
6. Watches for safety of participants and spectators at games; administers first-aid; referees and umpires games.
7. Prepares reports on recreational activities.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a good knowledge of the fundamentals, rules and techniques of games, sports and other recreational activities; the application of first-aid techniques.

Requires ability to: supervise common types of recreational activity; work with the public, using tact and diplomacy to promote good public relations; maintain discipline.

Requires some skill in: sports and games commonly used at recreational units; first-aid to treat minor injuries.

PROMOTIVE LINES:

To: Recreation Director

From: Original entrance examination



CLASS TITLE: SCHOOL RECREATION AIDE  
(ELEMENTARY AND SECONDARY EDUCATION ACT)

CODE: 3281

## CHARACTERISTICS OF THE CLASS:

Under immediate supervision, promotes the use of the School District recreation facilities during the summer vacation period; assists in maintaining order and discipline in the unit to which assigned; and performs related duties as required.

Requires responsibility for: Informing children, parents and organizations which serve youth of the school summer recreation program; sustained effort and punctuality in performing specific work assignments; keeping simple records of work completed.

## EXAMPLES OF DUTIES:

1. Gives talks to parents and children in designated target areas to inform them of school recreation program.
2. Promotes and keeps records of attendance at specific activities.
3. Encourages and directs youths to public and private recreational facilities which offer programs, events, and activities which are not available at school playgrounds and gymnasiums.
4. Accompanies children to and from day camps of the Recreation and Park Department; accompanies children on excursions and outings.
5. Attends meetings of community groups and reports results to the Recreation Director; assists in programs directed at improving school recreation programs in the target areas.

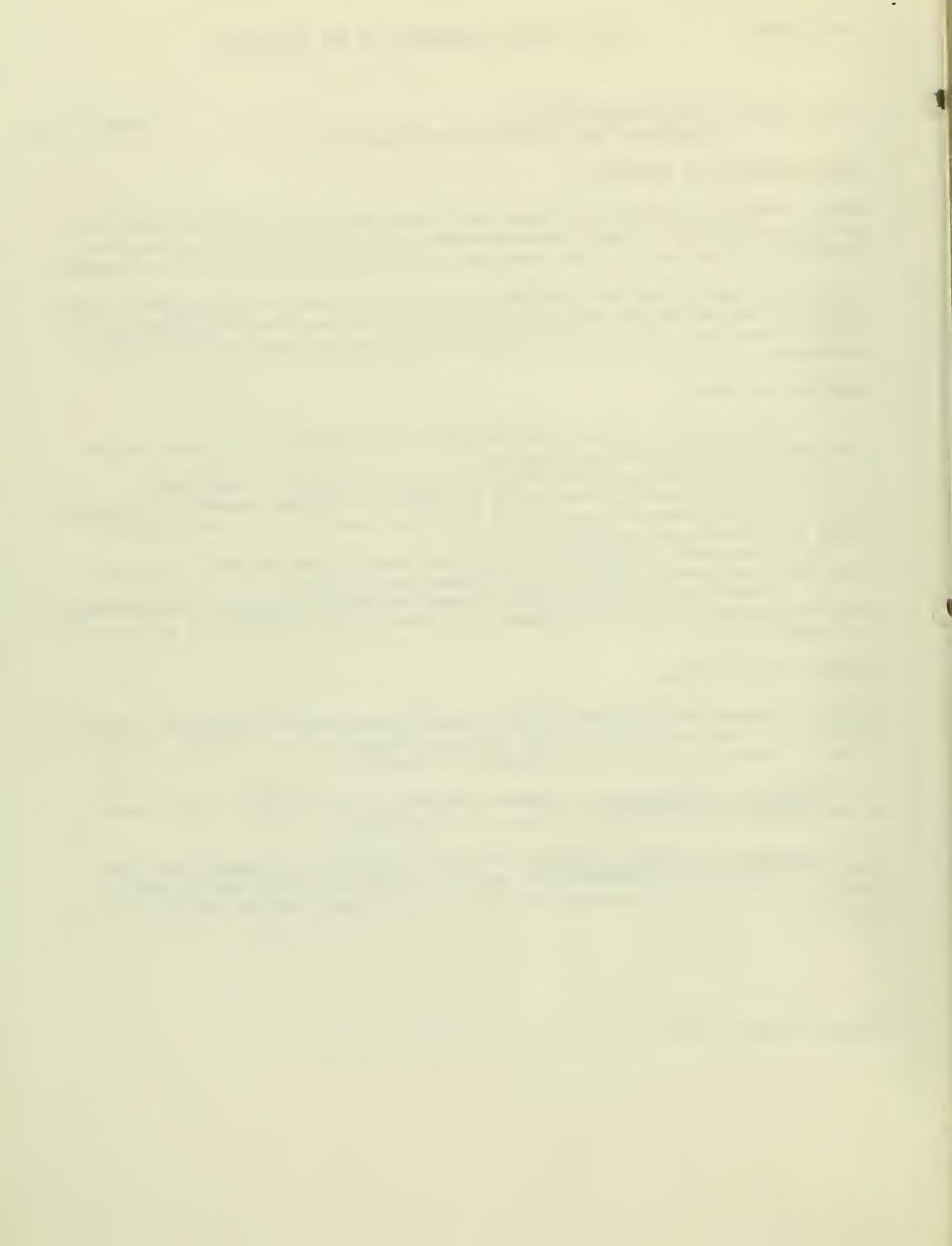
## MINIMUM QUALIFICATIONS:

Persons appointed to positions in this classification must be within the category of those for whom the Elementary and Secondary Education Act, or other similar federal or state legislation, is intended to benefit.

Training and Experience: Requires completion of four years of high school; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires ability to: Communicate effectively and elicit the cooperation of children, parents and the general public; learn to follow oral and written instructions and prepare routine records of work performed.

ADOPTED: May 20, 1968



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SCHOOL RECREATION DIRECTOR

CODE: 3282

CHARACTERISTICS OF THE CLASS:

Under general supervision, directs the organized and free play activities at an assigned gymnasium or school playground; and performs related duties as required.

Requires responsibility for: the direction of the playground or gymnasium according to policies interpreted by supervisor; use of discretion in planning and initiating activities; the safety of children and adults participating in sports or games; the custody of equipment of the playground or gymnasium.

EXAMPLES OF DUTIES:

1. Supervises activities at a recreational unit of the board of education; organizes and referees games and contests; distributes, collects and makes minor repairs to playground equipment; supervises games of low organization; prevents damage to school building or gymnasium; guards against theft or other loss of playground equipment.

2. Plans and schedules sports activities; prepares and submits required reports; maintains discipline; enforces playground rules and renders first aid when needed.

3. Accompanies children on trips and outings; organizes and coaches teams; cooperates with other school recreation leaders in arranging various athletic contests, games and tournaments.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of two years of college or university, with major course work in recreational leadership or physical education; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a good knowledge of the theory and technique of various sports and games commonly used at playgrounds or gymnasiums.

Requires the application of modern first aid techniques; ability and skill to work with children and organize, supervise and guide their activities.

PROMOTIVE LINES:

To: Recreation Director

From: Original entrance examination  
Assistant Recreation Director



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: RECREATION DIRECTOR

CODE: 3284

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs beginning level professional recreation work of average difficulty; administers recreation program at an assigned unit in accordance with generalized instructions issued by superiors; and performs related duties as required.

Requires responsibility for: developing a recreation program to fit the needs of the community; the custody of physical assets of a recreation unit; making frequent public contacts requiring use of tact and diplomacy; keeping simple records and preparing reports on activities.

EXAMPLES OF DUTIES:

1. Organizes, promotes and conducts a general recreation program at an assigned unit as directed and instructed by superiors.

2. Consults with members of the community to determine their recreational needs and stimulate their interest; organizes and directs group activities in crafts and games for children and adults.

3. Administers first aid in case of injury and makes necessary reports.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in recreation.

Requires at least one year of experience in recreation work; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of: the theory and practice of recreation and its application in the community; sports, games and other phases of recreational programs; the application of first aid techniques.

Requires ability and skill to work with the public; use tact and diplomacy; promote good public relations.

PROMOTIVE LINES:

To: Senior Recreation Director

From: Original entrance examination  
Assistant Recreation Director  
School Recreation Director



SAN FRANCISCO CIVIL SERVICE COMMISSION

(AMENDED)

CLASS TITLE: JUNIOR MUSEUM DIRECTOR

CODE: 3285

CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for directing the natural sciences, arts and crafts and related programs of the Junior Museum; plans, assigns and reviews the activities of subordinate personnel; and performs related duties as required.

Requires responsibility for: Developing, interpreting and coordinating the policies and procedures relative to the operations and activities of the museum; making responsible personal contacts with outside groups, organizations and the general public in connection with providing information on museum activities; supervising the preparation and maintenance of museum operational records and reports.

EXAMPLES OF DUTIES:

1. Plans, promotes and supervises a general educational program in the natural sciences, arts and crafts and a variety of related activities for the museum.
2. Supervises and participates in the collection, classification and exhibiting of biological and earth science field specimens.
3. Coordinates museum activities and programs with other recreational and educational programs; prepares and schedules activities programs for the museum and arranges for related publicity of such programs.
4. Makes a variety of contacts in the collection of materials and exhibits for museum programs; supervises and participates in the preparation and maintenance of a variety of records and reports relating to museum operations.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree, with major course work in the natural sciences.

Requires four years of progressively responsible experience in recreational leadership with emphasis on instruction in the natural sciences and environmental interpretation; or an equivalent combination of training and experience. Possession of a masters degree or scholastic equivalent may be substituted for up to two years required experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: The natural sciences and a wide variety of arts and crafts, particularly as applied to museum and recreational activities; museum operating techniques and procedures.

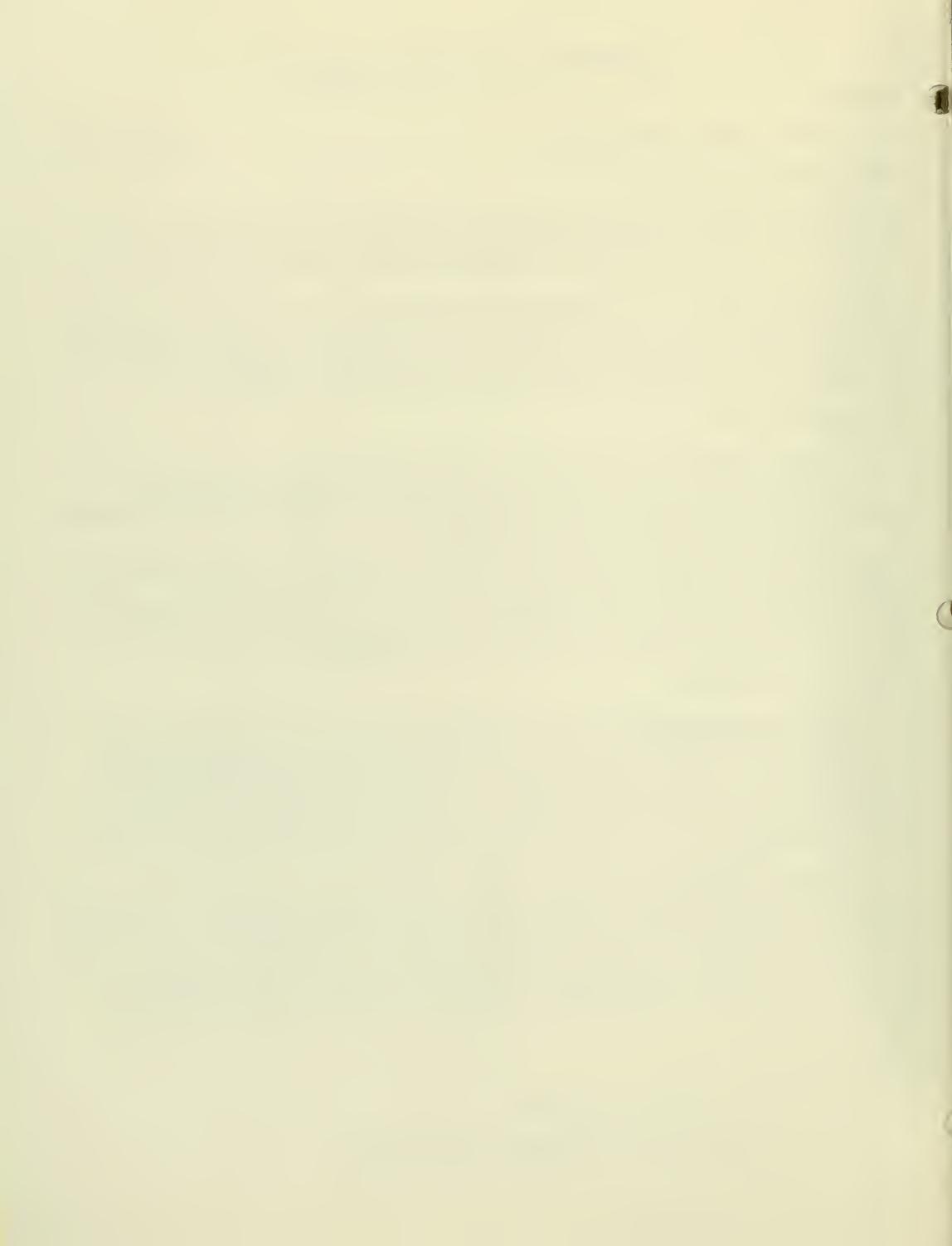
Requires ability to: Plan, initiate and supervise a diversified educational and instructional program for children in the natural sciences and arts and crafts field; conceive and supervise the preparation of meaningful exhibits and displays; deal tactfully and effectively with groups, organizations and individuals using museum facilities.

PROMOTIVE LINES:

To : No normal lines of promotion

From: 3262 Curator of Arts and Crafts, Junior Museum  
3548 Curator of Natural Science, Junior Museum

AMENDED: 11/17/66; 10/14/70



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SENIOR RECREATION DIRECTOR

CODE: 3286

CHARACTERISTICS OF THE CLASS:

Under general supervision, is responsible for the planning, promotion, organization, conduct and supervision of all recreational activities at a large recreational unit; supervises recreation personnel; directs the work of maintenance and custodial employees functionally assigned to the unit; and performs related duties as required.

Requires responsibility for: carrying out and explaining existing policies and procedures relating to the duties of subordinates; the custody of buildings and equipment at a playground or recreation center; making regular contacts with the general public, departmental personnel and civic or neighborhood groups having an interest in the activities of the recreation and park department; keeping records of operations, requisitioning supplies or necessary repairs and making required reports.

EXAMPLES OF DUTIES:

1. Demonstrates, instructs and interprets departmental programs, rules, regulations and policies to recreation personnel assigned to carry out recreational activities; encourages and promotes all aspects of a balanced recreation program with the staff, interested individuals, merchant groups, civic bodies, neighborhood councils, property owners, schools, P.T.A.'s and churches by active participation in meetings and through integration of programs; consults with such groups in a continuing effort to determine recreational needs and interests for the benefit of the overall program.

2. Exercises responsibility for the formulation, organization and conduct of the activity schedules comprising the seasonal program; assists or actively participates in organizing, leading and coaching various sports, games, crafts, tournaments, intra-playground leagues and special events; organizes teams and enters individuals and teams in city wide tournaments.

3. Supervises and is responsible for discipline and safe conduct and use of gym, auditorium, social rooms, kitchen, athletic fields, play areas, tennis courts, lavatories and all of the facilities embraced in a recreation center; makes regular safety inspections of all such facilities and recommends necessary repairs and replacements to superiors.

4. Assists in or organizes and coaches children through high school ages in variety shows, plays, special events and other club activities; and organizes, leads and instructs adults in carnivals, fashion shows, social events and other adult recreational activities.

5. Prepares or supervises the maintenance of a bulletin board reflecting current events and activity notices and promotes program publicity through available neighborhood media.

6. Assumes responsible charge in cases of accidents; renders first aid and takes all indicated precautions and actions; assumes responsibility for recreational supplies and requisitions replenishments as needed.

7. Prepares time and attendance reports; prepares accident, vandalism, glass breakage, parent releases and other reports; contacts schools, parents or other authorities in correcting and directing children's behavior or other related problems.

CLASS TITLE: SENIOR RECREATION DIRECTOR  
(continued)

CODE: 3286

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in physical education or recreation.

Requires at least three years of progressively responsible recreation experience, including at least one year in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of modern methods, techniques and objectives of general public recreational programs, a wide variety of sports, games, crafts and individual and group participation activities.

Requires demonstrated ability to: plan, organize and supervise a modern recreation program; maintain discipline; develop enthusiastic participation; carry plans and programs through to successful conclusion; get along well with others; exercise tact and diplomacy; make decisions and maintain objective view under occasionally difficult circumstances.

License: Requires possession of a certificate of a registered recreation leader issued by the California Board of Recreation Personnel.

PROMOTIVE LINES:

To: Recreation Area Supervisor  
Supervising Recreation Director

From: Recreation Director  
School Recreation Director

SAN FRANCISCO CIVIL SERVICE COMMISSION

NEW CLASS

CLASS TITLE: ASSISTANT RECREATION SUPERVISOR

CODE: 3287

CHARACTERISTICS OF THE CLASS:

Under direction, supervises, promotes and assists in the planning of recreational activities at a large recreation center and smaller neighboring recreational units; develops recreation programs suitable for the area; consults with subordinates in this regard; may be assigned to city-wide specialized recreation functions; performs related duties as required.

Requires responsibility for: Carrying out, enforcing and explaining the policies, rules and procedures of the Recreation Division; contact with individuals in groups interested in recreation programs; maintaining records of operational activities and submitting reports thereon.

EXAMPLES OF DUTIES:

1. Assists in the planning and organization of recreational activities at a large recreation center and smaller recreational units within a geographic area; supervises, trains and reviews the work of subordinates within the geographic area; acts as a consultant with respect to specialized programs within the area.

2. Exercises responsibility for the formulation, organization and conduct of the activity schedules comprising the seasonal program; assists or actively participates in organizing, leading and coaching various sports, games, crafts, tournaments, intra-playground leagues and special events; organizes teams and enters individuals and teams in city-wide tournaments.

3. Supervises and is responsible for discipline and safe conduct and use of gym, auditorium, social rooms, kitchen, athletic fields, play areas, tennis courts, lavatories and all of the facilities embraced in a recreation center; makes regular safety inspections of all such facilities and recommends necessary repairs and replacements to superiors.

4. Assists in or organizes and coaches children through high school ages in variety shows, plays, special events and other club activities; and organizes, leads and instructs adults in carnivals, fashion shows, social events and other adult recreational activities.

5. Prepares or supervises the maintenance of a bulletin board reflecting current events and activity notices and promotes program publicity through available neighborhood media.

6. Assumes responsible charge in cases of accidents; renders first aid and takes all indicated precautions and actions; assumes responsibility for recreational supplies and requisitions replenishments as needed.

7. Prepares time and attendance reports; prepares accident, vandalism, glass breakage, parent releases and other reports; contacts schools, parents or other authorities in correcting and directing children's behavior or other related problems.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree with major course work in physical education or recreation.

Requires at least three years of progressively responsible recreation experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of modern methods, techniques and objectives of general public recreational programs, a wide variety of sports, games, crafts and individual and group participation activities.

Requires demonstrated ability to: Plan, organize and supervise a modern recreation program; maintain discipline; develop enthusiastic participation; carry plans

CLASS TITLE: ASSISTANT RECREATION SUPERVISOR

CODE: 3287

MINIMUM QUALIFICATIONS: (contd)

and programs through to successful conclusion; get along well with others; exercise tact and diplomacy; make decisions and maintain objective view under occasionally difficult circumstances.

License: Requires possession of a certificate of a registered recreation leader issued by the California Board of Recreation Personnel.

PROMOTIVE LINES:

To : 3289 Recreation Supervisor

From: 3282 School Recreation Director  
3284 Recreation Director

(Abolishes class 3286 Senior Recreation Director)

ADOPTED: 3/5/73

(AMENDED)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: RECREATION AREA SUPERVISOR

JAN 16 1972

CODE: 3288

CHARACTERISTICS OF THE CLASS:

PUBLIC LIBRARY

Under general direction, plans, promotes, coordinates and directs a broad departmental recreation program over a large geographical area or school facilities throughout the school district; and performs related duties as required.

Requires responsibility for: Program planning, policy interpretation and application; supervision of the custody of considerable amounts of properties and equipment; analyzing and planning the recreational needs of a section of the city or school district; coordinating and directing a comprehensive recreational program designed to fill these requirements; making frequent personal contacts with individuals, professional or community groups interested in the recreation program of the Recreation and Park Department or the Board of Education.

EXAMPLES OF DUTIES:

1. Supervises the planning of comprehensive departmental recreational programs in an assigned geographical or school district area; interprets, applies and activates program provisions and details.
2. Supervises, assists, trains and evaluates the performance of assigned personnel and the effectiveness of the services rendered through conducting field visits, counseling sessions and conferences.
3. Makes continuous study of the recreational needs of the area or of the school district; makes suggestions and recommendations to superiors designed to meet these needs; may assist in the overall planning phases of resultant programs.
4. Assists in planning and developing city-wide or school recreational programs; receives and considers requests, suggestions and complaints; investigates and initiates proper actions; conducts a continuous program of public information and interpretation of recreational functions with the general public, civic and neighborhood groups and other interested organizations; may provide newsworthy items to superiors for general publicity releases.
5. Coordinates departmental recreational services with special neighborhood events, celebrations and the regular programs of public and private organizations, agencies and special interest groups in the area in integrating the overall community recreational program.
6. Prepares schedules, work programs and budget estimates for area or school recreation operations and assists in preparation of departmental work manuals; promotes and otherwise encourages the formation of teams and leagues in competitive activities, sports and other general or school recreational programs.
7. Assists in development of in-service training programs and conducts regular divisional meetings to inform and interpret programs and plans to subordinate personnel.
8. Receives and reviews periodic reports from recreational personnel and others; takes necessary actions thereon; maintains records and prepares routine and other special reports on all activities; makes special studies and reports or conducts surveys upon request; represents department in youth council and other civic activities directed as a by-product of juvenile delinquency prevention.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree with major course work in recreation.

Requires at least five years of experience in recreation work, including two years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of recreational theory and practice and its application to a broad program of community activities.

CLASS TITLE: RECREATION AREA SUPERVISOR

CODE: 3288

MINIMUM QUALIFICATIONS: (contd)

Requires major ability in: The coordination of an area-wide recreation program; oral and written expression; supervising and directing the activities of subordinates working at scheduled locations over a broad geographical area; establishing and maintaining good public relations.

License: Requires possession of a certificate as a registered recreation leader with the California Board of Recreation Personnel.

PROMOTIVE LINES:

To : 3216 Aquatics Supervisor  
3242 Dramatics and Dancing Supervisor  
3276 Athletics Supervisor

From: 3286 Senior Recreation Director

AMENDED: 12/27/71

(Abolishes class 3289 School Recreation Supervisor and consolidates those duties herein).

SAN FRANCISCO CIVIL SERVICE COMMISSION

NEW CLASS

CLASS TITLE: RECREATION SUPERVISOR

CODE: 3289

CHARACTERISTICS OF THE CLASS:

Under general direction, assists in the planning, supervision and coordination of specialized recreation programs; may act as a consultant to recreation field staff with regard to specialized recreation activities; may supervise subordinate staff assigned to recreation specialties; performs related duties as required.

Requires responsibility for: Carrying out, explaining and interpreting policies, rules and procedures with respect to specialized recreational activities; making responsible contacts with the general public, community groups and organizations interested in specialized recreation activities; preparing or directing the preparation of statistical reports on attendance and public interest in various specialized recreation programs.

EXAMPLES OF DUTIES:

1. Supervises recreation and playground staff in regard to planning and programming recreational activities of a specialized nature for a particular area or ethnic or community group.

2. Plans and prepares general programs for area-wide or city-wide application and may requisition or otherwise make available special supplies and materials required.

3. Participates with neighborhood activity interest groups and other agencies serving the city in interpreting recreation and specialty programs to the general public.

4. Organizes, instructs and rehearses groups for special area- or city-wide festivals and events; may conduct certain classes and lectures in a particular specialty (arts and crafts, drama, dance, camping, aquatics, photography and natural sciences).

5. Supervises all recreational facilities within a geographic area or may supervise a facility on a city-wide basis in a particular recreational specialty; coordinates the use of such specialized facilities as the Junior Museum with other recreational and educational programs.

6. Assists in development of specialized courses and programs in aquatics, photography and natural sciences; may prepare releases for the news media to publicize specialized recreational programs and events.

7. Maintains records and reports; may assist in the preparation of the annual operating budget; may plan and conduct in-service training classes.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree with major course work in recreation.

Requires at least five years of experience in professional recreation work, including at least two years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of recreational theory and practice as well as knowledge in such special fields as arts and crafts, aquatics, photography, drama and natural sciences.

Requires ability and skill to: Plan, coordinate and supervise various types of recreational activities; explain and promote recreation programs to departmental personnel, civic and neighborhood groups and interested individuals; speak and write effectively; determine needs and submit budgetary estimates for a section of the recreation program; prepare and maintain records and reports on all activities supervised.

CLASS TITLE: RECREATION SUPERVISOR

CODE: 3289

MINIMUM QUALIFICATIONS: (contd)

License: Requires possession of a certificate as a registered recreation leader issued by the California Board of Recreation Personnel.

PROMOTIVE LINES:

To : 3291 Principal Recreation Supervisor

From: 3287 Assistant Recreation Supervisor

(Abolishes class 3290 Supervising Recreation Director)

ADOPTED: 3/5/73

CLASSIFICATION CIVIL SERVICE COMMISSION

CLASS TITLE: SUPERVISING RECREATION DIRECTOR

CODE: 3290

CHARACTERISTICS OF THE CLASS:

Under general direction, performs professional recreation work in the supervision of specialized recreation programs; and performs related duties as required.

Requires responsibility for: the supervision of special recreation programs such as athletic tournaments for children and adults, arts and crafts program, drama and dance programs, day camping activities or other special events which may involve participation on a city-wide basis; making decisions on methods of operation, coordination of participants and supervision of subordinate personnel in accordance with broad interpretation of established policies; making extensive public contacts with individuals and groups in connection with program activities.

EXAMPLES OF DUTIES:

1. Consults and advises with recreation and playground staff in regard to programming and delineating plans of a specialized nature for a particular area or ethnic group involved.
2. Prepares general program for city-wide application and requisitions or otherwise makes available special supplies and materials required.
3. Participates in neighborhood activity interest groups and other agencies serving the city in interpreting recreation and specialty programs to the general public.
4. Organizes, instructs and rehearses groups for special city-wide festivals and events.
5. May conduct certain classes in a particular specialty (arts and crafts, drama, dance, camping, aquatics, etc.)
6. Plans, arranges for, schedules and supervises the use of recreational facilities such as clubhouses, day camping areas and other units.
7. Assists in preparation of annual operating budget.
8. Maintains regular records and prepares reports as required.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree, with major course work in recreation.

Requires at least five years of experience in professional recreation work, including at least two years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of recreational theory and practice and its application to specialized recreational activities.

Requires ability and skill to: plan, coordinate and supervise various types of recreational activities; explain and promote recreation programs to departmental personnel, civic and neighborhood groups and interested individuals; speak and write effectively; determine needs and submit budgetary estimates for a section of the recreation program; prepare and maintain records and reports on all activities supervised.

CLASS TITLE: SUPERVISING RECREATION DIRECTOR

CODE: 3290

License: Requires possession of a certificate as a registered recreation leader issued by the California Board of Recreation Personnel.

PROMOTIVE LINES:

To: Athletics Supervisor  
Dramatics and Dancing Supervisor

From: Senior Recreation Director

Amended: May 2, 1963

SAN FRANCISCO CIVIL SERVICE COMMISSION

NEW CLASS

CLASS TITLE: PRINCIPAL RECREATION SUPERVISOR

CODE: 3291

CHARACTERISTICS OF THE CLASS:

Under general direction, plans, develops and directs a city-wide recreational program of athletic, aquatic or cultural activities; or supervises all recreational activities within a geographic area of the city; performs related duties as required.

Requires responsibility for: Carrying out, interpreting and enforcing policies, procedures and regulations of the Recreation Division; extensive public contact with community organizations and their representatives relative to recreational programs; directing the maintenance of a variety of operating records and reports.

EXAMPLES OF DUTIES:

AQUATICS: Plans, organizes, coordinates and directs a diversified city-wide program of water-oriented activities including swimming, diving, lifesaving, boating and fishing; stages a variety of water show exhibitions and demonstrations as well as competitive meets and races; promotes and directs a program for teaching patrons of public swimming pools and beaches water safety, swimming and diving; directs routine pool maintenance to include vacuuming and chlorination in compliance with pertinent laws and ordinances; provides lifeguard service at all beaches and other swimming facilities operated by the city; sets sanitation and safety standards and insures compliance with same.

ATHLETICS: Plans, organizes, coordinates and directs a comprehensive city-wide program of athletics, sports and games for all age groups; schedules the allocation of sports and related facilities and supervises reservations and the issuance of permits where appropriate; recommends a schedule of fees and charges; hires and pays officials; organizes and conducts sports clinics; publishes a calendar of events; secures medals and trophies; serves as metropolitan commissioner for the city's amateur softball association.

RECREATION CENTERS: Plans, organizes, coordinates, directs and administers a comprehensive recreational program at all centers within one of four major subdivisions of the city.

CULTURAL AFFAIRS: In cooperation with assigned specialists, plans, organizes, coordinates, directs and administers a wide range of recreational programs encompassing but not limited to such cultural pursuits as: Arts and crafts, drama and dance, music and photography; develops, organizes and promotes hobby facilities and activities; administers the Josephine Randall Junior Museum; may serve as the department or division consultant in one or more of the cultural specialties.

GENERAL:

1. Interprets departmental policy and rules of conduct to employees and to the public; recommends changes for the improvement or termination of existing programs or for the inauguration of new programs designed to meet recognized community needs.

2. Contacts industrial, church, fraternal, athletic and similar organizations as well as schools in order to coordinate the use of recreation facilities and to maximize the effectiveness of recreation programs; integrates city-sponsored programs with neighborhood and/or ethnic celebrations and festivals.

3. Participates in research studies and surveys; collects and evaluates statistical data reflecting patron participation/attendance and maintains record files of all activities within a prescribed area of responsibility.

4. Establishes procedures for the continuous inspection of facilities and

CLASS TITLE: PRINCIPAL RECREATION SUPERVISOR

CODE: 3291

EXAMPLES OF DUTIES: (contd)

equipment; the reporting of required repair or replacement, and works closely with departmental planners and maintenance personnel to insure optimum operational conditions in assigned area(s) of responsibility.

5. Assists in the preparation of budget estimates; receives supplies and equipment and establishes controls over their use and expenditure; submits recommendations on personnel, supplies, equipment and facility requirements.

6. Prepares or supervises the preparation and dissemination of informational and/or instructional material to assist patrons participating in recreational activities.

7. May represent the division in answering queries or complaints relating to a recreational specialty (baseball, ceramics, painting, etc.) or to a facility (beach, photography center, junior museum).

8. Conducts and participates in in-service training for subordinate recreation specialists.

9. Speaks on recreation matters before clubs, schools and other groups; prepares and submits for approval newspaper and feature articles on recreation-related subjects.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires a baccalaureate degree with major course work in physical education, recreation, social recreation, theater arts or dance or a related field.

Requires at least seven years of progressively responsible experience as recreation administrator or specialist to include two years as a Senior Recreation Director, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of: The principles, theories, objectives and recognized standards of public recreation; the city's public and community agencies and organizations concerned with recreational activities and the procedures to be followed in securing their cooperation; personnel administration, the rules, organization, safety practices and facility and material requirements of a wide variety of play, recreation and craft activities suitable for patrons of varying age, interest and capability; physical plant planning and arrangement within recreational areas.

Requires ability to: Assign and evaluate the work of a recreational staff and to stimulate the optimum degree of professional performance; provide leadership and to mix readily with employee and patron groups; maintain operating records and draft reports, correspondence and recommendations; determine training needs, research and produce training materials and instruct in recreation subject matter and techniques; speak clearly and effectively before an audience.

PROMOTIVE LINES:

To : 3292 Assistant Superintendent, Recreation

From: 3289 Recreation Supervisor

ADOPTED: 3/5/73

(Abolishes classes: 3216 Aquatics Supervisor; 3242 Drama and Dance Supervisor; 3252 Music Supervisor; 3276 Athletic Supervisor)

## SAN FRANCISCO CIVIL SERVICE COMMISSION

(RETITLED AND AMENDED)

DOCUMENTS

CLASS TITLE: ASSISTANT SUPERINTENDENT, RECREATION

APR 6 1973

CODE: 3292

## CHARACTERISTICS OF THE CLASS:

SAN FRANCISCO  
PUBLIC LIBRARY

Under general administrative direction, acts as a principal assistant to the Superintendent of Recreation in the administration of a broad, all-inclusive program of city-wide recreational activities in one of three major subdivisions of the Recreation Division of the San Francisco Recreation and Park Department: (1) Special Services, (2) Program/Recreation Centers, and (3) Cultural Affairs; may act for the Superintendent in his absence; and performs related duties as required.

Requires responsibility for: Assisting in the direction, execution and coordination of all recreational activities and programs of the Recreation Division of the San Francisco Recreation and Park Department; consulting with various sections within the department and throughout the City for the purpose of improving recreational facilities and services; establishing liaison with civic and other community groups for the planning and organizing of special athletic, social or cultural events; personnel management; making public appearances on behalf of the department; directing the preparation of reports and maintaining operational files and records.

## EXAMPLES OF DUTIES:

Assistant in charge of special services: In cooperation with other Recreation Division Assistant Superintendents: Plans, develops, executes and evaluates a city-wide aquatics program to include all water-oriented sports, activities and special events; administers the city's golf facilities and programs; plans, develops, executes and evaluates all athletic games, contests, tournaments.

Assistant in charge of program/recreation centers: In cooperation with other Recreation Division Assistant Superintendents: Plans, administers, coordinates, and evaluates the effectiveness of all facets of the operation of all the city's recreation units except those under the direct supervision of other assistant superintendents, to include but not limited to staffing, supplying, programming, maintaining, locating or relocating and design.

Assistant in charge of cultural affairs: In cooperation with other recreation division assistant superintendents, plans, coordinates, directs and evaluates city-wide programs for such special groups as senior citizens, teenagers, tiny tots, the handicapped, as well as the administration of day camps and involving such specialties as arts and crafts, drama, dance music, photography and hobbies; supervises the operation of the Josephine D. Randall Junior Museum.

General

1. Interviews, assigns, evaluates the work of, and makes recommendations regarding the performance of subordinates.
2. Assesses personnel, facility, equipment and supply needs; submits annual budget requests to the superintendent as directed; and establishes controls for the expenditure of budgeted funds.
3. Establishes and maintains liaison with the department's planning, maintenance and construction personnel; consults with engineering and landscape specialists in matters relating to new or remodeled recreational facilities.
4. Advises and recommends appropriate actions for the establishment of new programs or the improvement of existing programs; makes recommendations on the procurement of recreational equipment and supplies; assists the superintendent in matters relating to concessionaires.

CLASS TITLE: ASSISTANT SUPERINTENDENT, RECREATION

CODE: 3292

EXAMPLES OF DUTIES: (contd)

5. Prepares and submits for approval by the Superintendent bulletins, pamphlets, brochures and other descriptive material for publicizing and clarifying available programs and/or facilities.
6. Initiates surveys and research studies; reviews and analyzes attendance figures and other statistics for the purpose of expanding or terminating existing programs or for the establishment of new ones.
7. Meets regularly with the division staff on matters relating to organization, personnel assignments, program and facility planning, program evaluation and recreation division objectives.
8. Investigates and takes appropriate action on complaints and suggestions pertaining to recreational activities or personnel.
9. Plans, supervises and/or conducts in-service training of assigned recreation staff and specialists.
10. Establishes and keeps current all rules governing the operation of all assigned facilities, procedures to be followed by division employees, and standards to be observed by those using the division's equipment and facilities.
11. May represent the superintendent at meetings and conferences, and may be designated to act for the superintendent in the latter's absence.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires a baccalaureate degree with major course work in recreation, physical education, social recreation, theater arts or a related program of study; requires at least nine years of progressively responsible professional recreation experience, at least two years of which must have been at the level of Supervising Recreation Director.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: Recreational principles, practices and objectives; the recreational requirements of a large heterogeneous municipality; the most effective methods for delivering the optimum recreational program to all segments of the community; the pertinent provisions of the city charter, ordinances, federal and state laws and the San Francisco Recreation and Park Department policies and procedures; and the location and kind of all of the city's recreational facilities.

Requires ability to: Organize, plan, execute, administer, supervise, evaluate and up-date a full-scale, city-wide recreational program; establish effective liaison with other departmental offices, with public and private recreational agencies, and with local community and civic groups for the coordination of special recreational programs; to resolve employee problems and to stimulate employee initiative.

Requires skill in the selection and training of subordinates, the issuance of oral and written instruction, the conduct of meaningful surveys and the preparation and presentation of reports.

PROMOTIVE LINES:

To : No normal line of promotion

From: 3216 Aquatics Supervisor	3258 Photography Director
3242 Drama and Dance Supervisor	3276 Athletic Supervisor
3252 Music Supervisor	3288 Recreation Area Supervisor
	3290 Supervising Recreation Director

AMENDED: 1/15/73

Abolishes; class 3292 Recreation Assistant Superintendent

CLASS TITLE: RECREATION SUPERINTENDENT

CODE: 3294

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, is responsible for the development and administration of a broad program of recreational activities; and performs related duties as required.

Requires major responsibility for: the execution and interpretation of departmental policy; achieving the most efficient use of recreational facilities; making frequent contacts with individuals and groups interested in recreational activities; submission of reports on the total recreation program; the development and preparation of annual budget estimates, based on the analysis of the recreational requirements of the community.

EXAMPLES OF DUTIES:

1. Develops and administers a broad recreational program of activities and services for children, youth and adults; serves as technical advisor for the recreation and park commission and the general manager in assisting them in the formulation of policies relating to city-wide recreational activities; meets with interested individuals and groups to discuss program content and recreational facility requirements and improvements.

2. Provides direction to the departmental staff by designing standards and plans of operation and establishing program objectives; prepares and presents the annual budget for the recreation division; administers the expenditure of departmental funds.

3. Confers with community officials in the interest of cooperative undertakings in the recreational field; represents the department at various civic functions; prepares reports, manuals and other documents.

4. Studies and makes recommendations on property acquisition and other expansions; plans and superintends operation of play areas and such other facilities as gymnasiums, community centers, camps, tennis courts, boating facilities, swimming pools and other recreational facilities.

5. Decides on the selection and recommends purchase of all materials, supplies and equipment used in recreational programs.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in recreation.

Requires at least nine years of professional recreation experience, including at least four years in a supervisory or administrative capacity in a large recreation program; or an equivalent combination of training and experience.

CLASS TITLE: RECREATION SUPERINTENDENT (Continued)

CODE: 3294

Knowledge, Abilities and Skills: Requires outstanding knowledge of recreational theory and practice, particularly as applied to the administration of a broad recreational program.

Requires outstanding ability and skill to: organize and direct such a program; direct the establishment and maintenance of effective working relationships with officials, employees, other governmental agencies, representatives of private interest and civic groups.

License: Requires possession of a certificate as a registered recreation leader issued by the California Board of Recreation Personnel.

PROMOTIVE LINES:

No normal lines of promotion; class exempt from examination.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: VENDOR

CODE: 3302

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, serves and sells food and beverages at a refreshment stand; sells tickets at a ticket booth; collects admission fees; prepares deposits and keeps visitor tallies; and performs related duties as required.

Requires normal responsibility for: following written and oral instructions, handling cash receipts, making continuing public contacts in the sale of refreshments or tickets.

EXAMPLES OF DUTIES:

1. Prepares and sells simple foods and beverages such as hot dogs, ice cream, soft drinks, candy, peanuts, popcorn and other items commonly sold at refreshment stands; operates a ticket booth, accounts for tickets sold and cash receipts.
2. Operates and cleans a steam table, coffee maker, popcorn machine, cold drink dispenser and other equipment related to the preparation of refreshments; sweeps and mops refreshment booth and cleans utensils and equipment.
3. Sets up money trays with change; prepares cash deposit for supervisor.
4. Operates a cash register and sells guide books and souvenirs; gives brief resume of the historical aspects of points of interest.
5. Stocks shelves with merchandise and takes daily inventory of supplies.
6. Collects admission fees at the fine arts museums; keeps tally records of patrons; balances receipts and prepares daily deposit; answers routine general information questions; serves a relief at the reception desk and the switchboard; and performs incidental clerical duties.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school, supplemented by at least one year of experience in the public sale and serving of food and confectionary products; or an equivalent combination of training and experience.

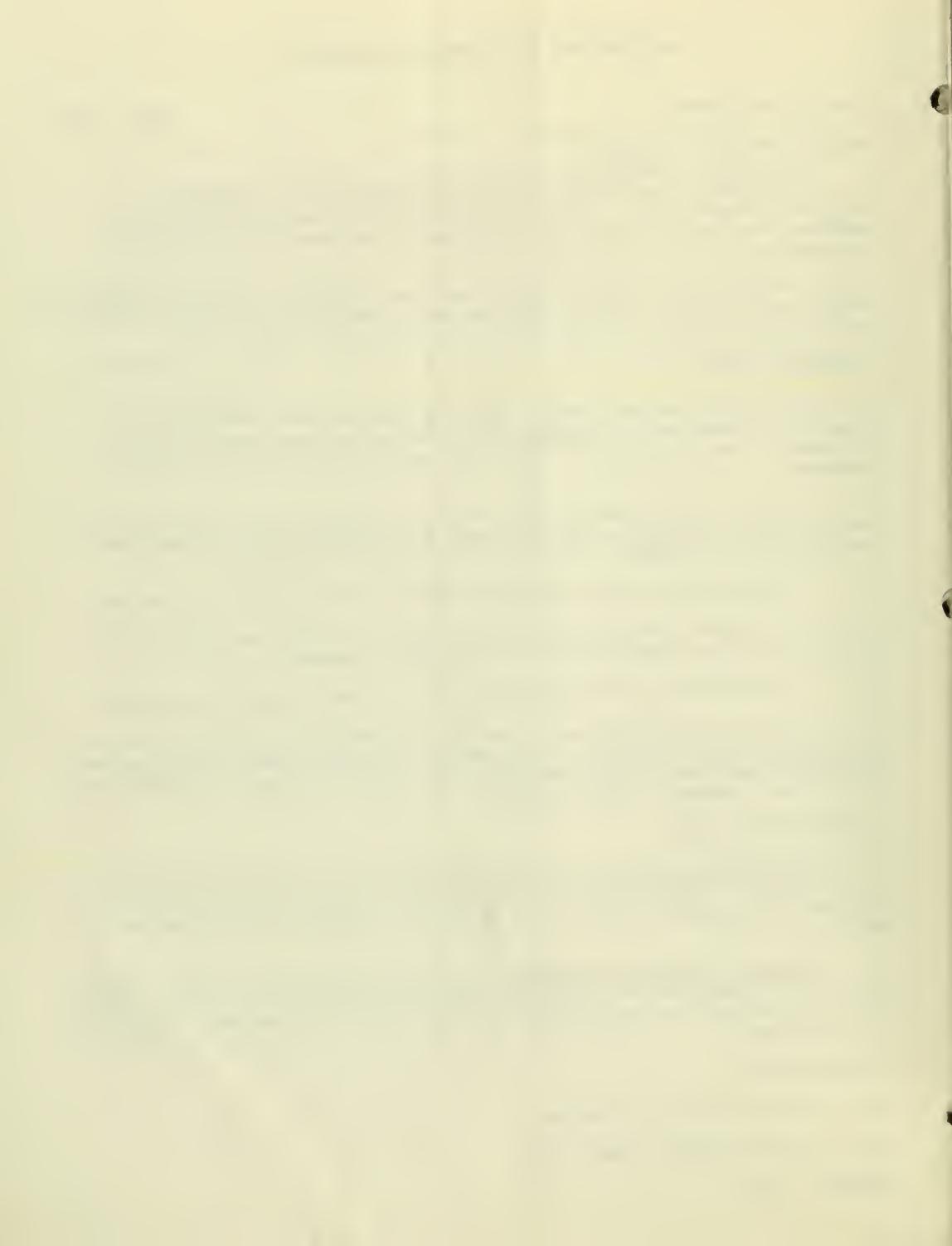
Knowledge, Abilities and Skills: Requires knowledge and ability to: sell and serve refreshments; take inventory; make change and account for cash receipts; follow oral and written instructions; serve the public in a pleasant, courteous and efficient manner.

PROMOTIVE LINES:

To : No normal line of promotion

From : Original Entrance Examination

AMENDED: 9/7/76



CLASS TITLE: RIDES ATTENDANT

CODE: 3306

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, operates and attends mechanical amusement rides equipment on a playground; performs routine servicing and minor maintenance work; and performs related duties as required.

Requires responsibility for: following established practices relating to the performance of routine duties; care and custody of amusement devices during their operation; public safety.

EXAMPLES OF DUTIES:

1. Operates amusement rides equipment such as merry-go-round, ferris wheel or miniature steam train; collects tickets; assists children on and off rides; straps children in seats; operates entrance gates and remains alert for the safety of the public.

2. Performs minor servicing and maintenance work on merry-go-round, such as oiling, greasing, polishing and cleaning; sweeps platform and surrounding area; fills miniature train with oil and water; performs maintenance work on train, including minor repairs; makes repairs to and replacements of worn sections of track.

MINIMUM REQUIREMENTS:

Training and Experience: Requires completion of four years of high school, supplemented by at least one year of experience in the operation and maintenance of mechanical amusement facilities; or an equivalent combination of training and experience.

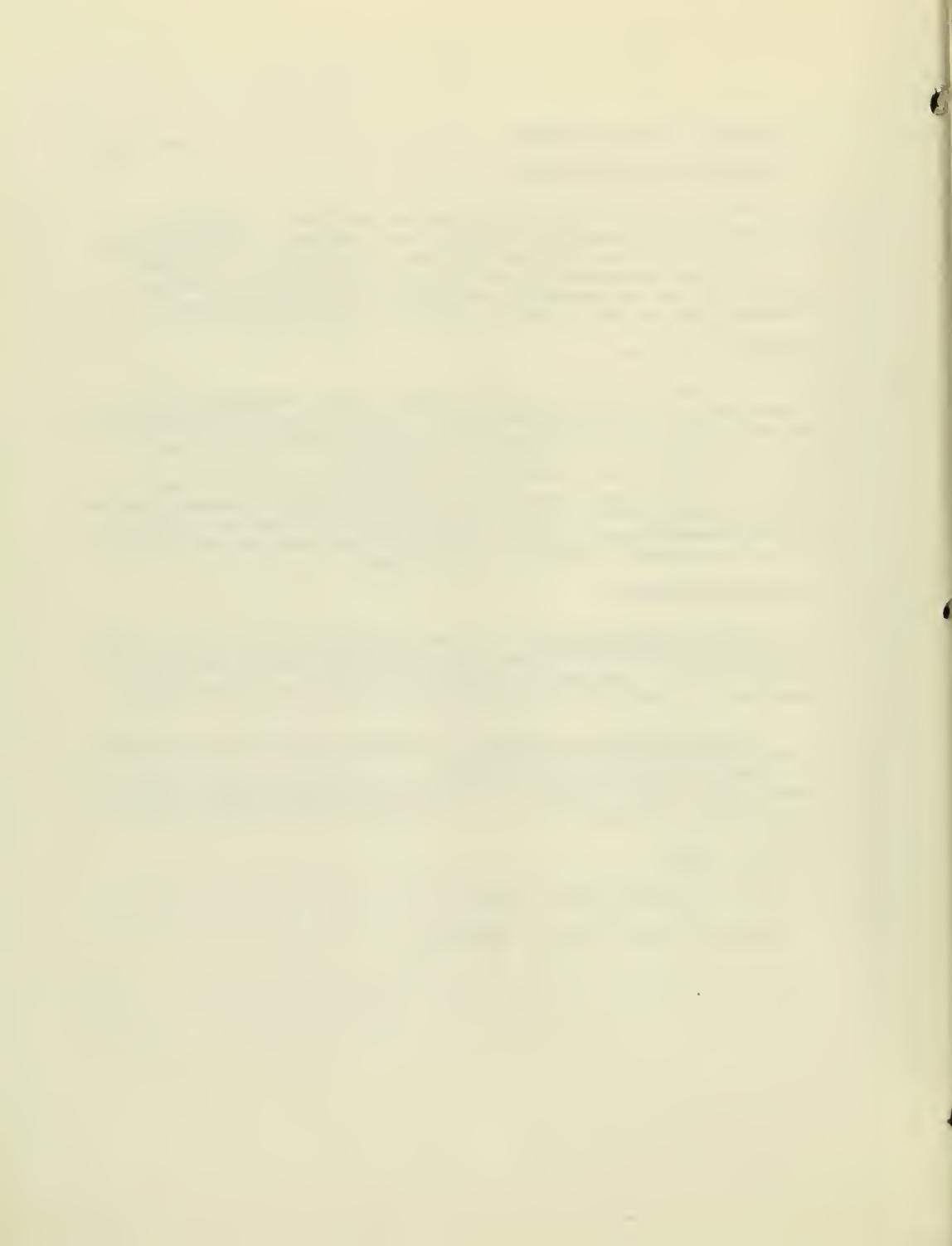
Knowledge, Abilities and Skills: Requires general working knowledge of mechanical repair and maintenance.

Requires the ability to: follow oral and written instructions; assure public safety; display a pleasant and courteous manner in dealing with adults and children.

PROMOTIVE LINES:

To: No normal line of promotion

From: Original entrance examination



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: STABLE ATTENDANT

CODE: 3310

CHARACTERISTICS OF THE CLASS:

Under supervision, performs a number of routine duties in the care and feeding of saddle horses used by mounted policemen: maintains stable, equipment and adjacent premises in clean and sanitary condition; and performs related duties as required.

Requires responsibility for: carrying out existing methods and procedures pertaining to stableman duties; making occasional contacts with the general public, mounted police officers and other employees concerning routine matters; preparing and maintaining simple operating records and reports. Nature of work involves sustained physical effort, moderately heavy work and physical activity, with occasional exposure to accident hazards and disagreeable working conditions.

EXAMPLES OF DUTIES:

1. Cleans horse stalls; removes manure from stable; sweeps and cleans barn.
2. Feeds, waters and grooms horses; clips horses legs and trims manes and tails.
3. Fills hayracks and mangers; beds down stalls.
4. Cleans and washes saddles, bridles, breast collars and other equipment; cleans feed tubs and racks; cleans and washes down gutters and drains.
5. Takes horses out to be exercised; leads horses to water trough.
6. May perform various duties in connection with schooling, training and exercising horses and caring for sick horses, under specific instructions of supervisor.

MINTIMUM QUALIFICATIONS:

Training and Experience: Requires completion of eight years elementary school, supplemented by at least two years of practical experience as a groom or ranch hand in the care and handling of horses; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires practical basic knowledge of: the anatomy of a horse; a good knowledge of rope knotting and splicing; cleaning and care of saddlery; basic sanitation and the care and feeding of horses.

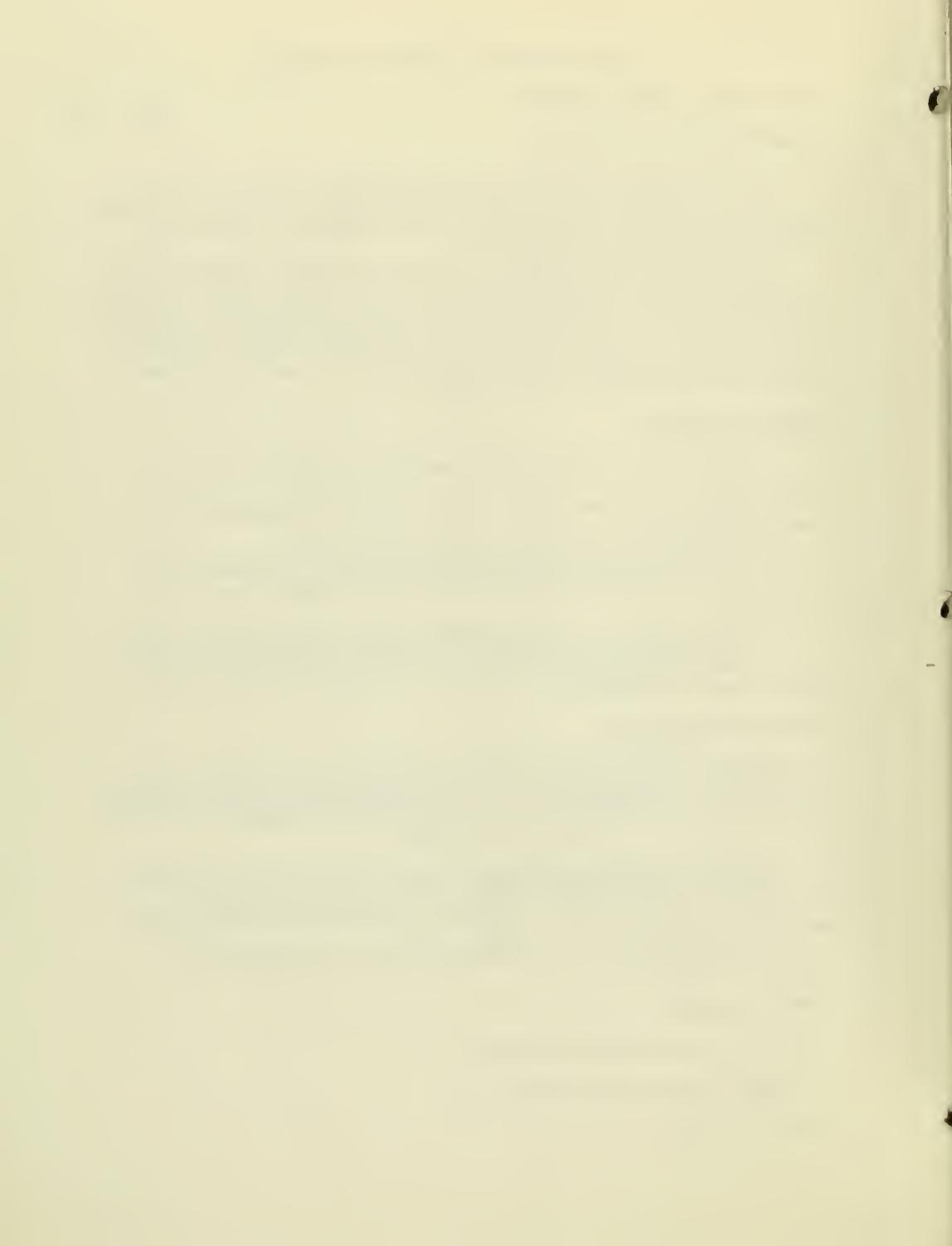
Requires ability to: ride and participate in the schooling and training of horses.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Original entrance examination

Retitled: 7/1/77



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ANIMAL KEEPER

Code: 3320

CHARACTERISTICS OF THE CLASS:

Under general supervision, has responsibility for the care, welfare and safety of animal, bird or reptile exhibits including rare or valuable specimens on a string at the San Francisco Zoo or other location; maintains the physical quarters, surroundings and/or environment of such animals, birds or reptiles; answers questions and gives information to the visiting public; and performs related duties as required.

Requires responsibility for: carrying out existing methods and procedures relating to care, maintenance, safety of valuable and/or rare species and making numerous contacts with the public and other employees. May involve exposure to possible serious accidents or injury and to very disagreeable working conditions in handling dangerous or sick animals, birds or reptiles or raw sewage and other refuse.

EXAMPLES OF DUTIES:

1. Cleans and maintains enclosures, cages, stalls, moats, barns, pools, yards, roads and related areas; removes animal excrement and food remnants; rakes sand and leaves; sweeps and hoses down area as necessary.
2. Prepares food for animals, birds or reptiles; regulates and distributes food once prepared; loads and unloads foodstuffs; maintains feed and storage areas.
3. Observes behavior of animals, birds or reptiles on both a day-to-day and long-term basis; notes any unusual behavior, signs of illness or injury, change in appetite, start of breeding cycle, or lack of compatibility with group members and reports same to Veterinarian or supervisory personnel; assists in administering medication or other treatments for illness or injury as directed.
4. Answers questions or gives information regarding animals, birds or reptiles, zoo operations, and zoo exhibits to the visiting public; maintains crowd control when animals are loose or being moved; observes the public to prevent malicious acts which could result in harm to the public, or zoo animals or loss of zoo property.
5. Assists in the crating and uncrating of animals, birds or reptiles; catches and restrains as necessary; may assist in transfer between locations.
6. Designs and builds displays within existing enclosures; may assist with the planning and care of landscaped areas within or near enclosures; makes minor and emergency repairs to zoo equipment and facilities; assists maintenance personnel in repair or maintenance work.
7. May prepare and maintain food in a central kitchen, may drive a truck to deliver equipment, materials or supplies; or performs related duties as required.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school or equivalent supplemented by experience in working with large or exotic animals, birds or reptiles.

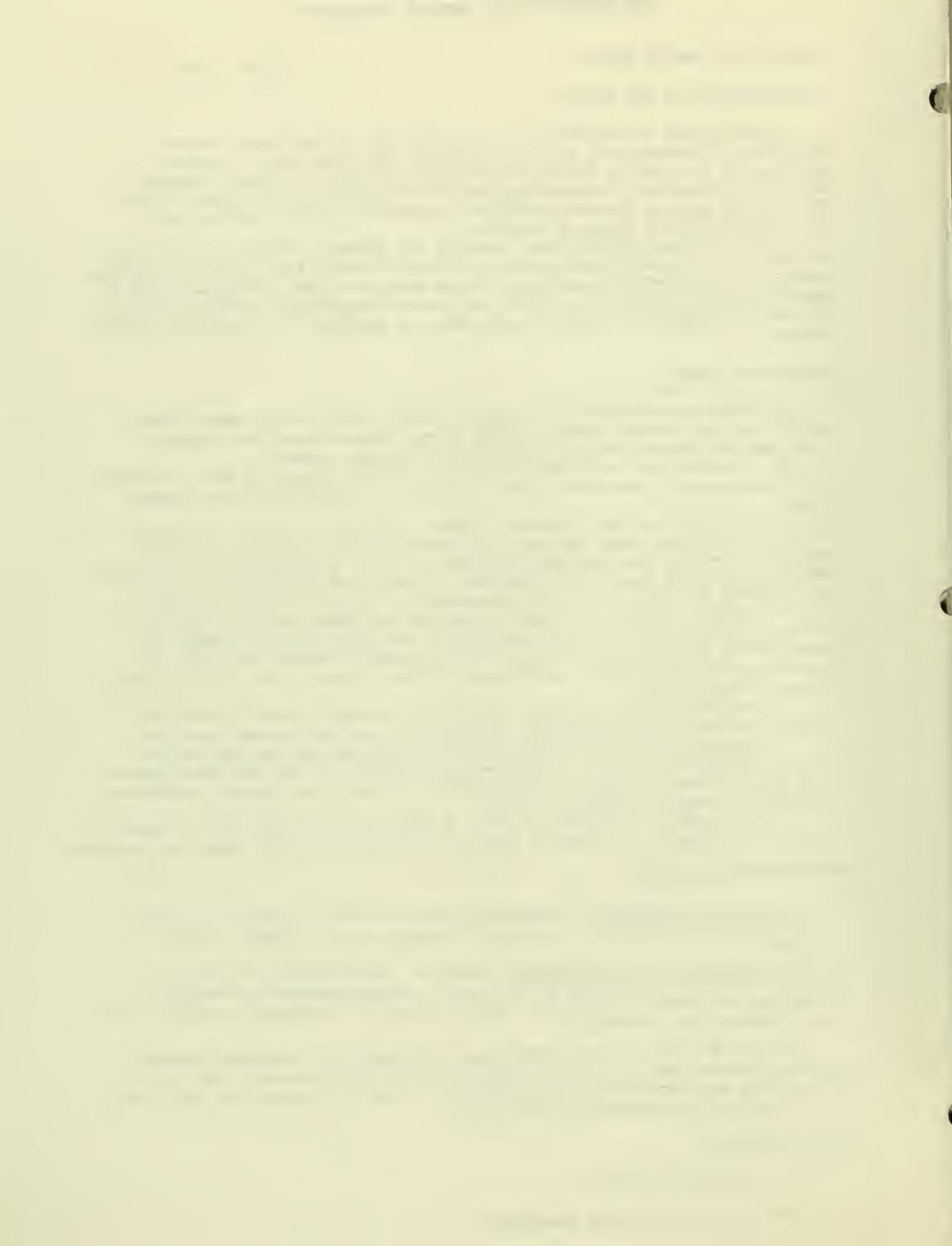
Knowledge, Abilities and Skills: Requires some knowledge of: animal behavior; the care and feeding of zoo animals, animal diseases and methods of preventing the spread of contagion; basic biology and zoological principles; zoo rules, policies and procedures.

Requires ability to: Work safely and effectively with dangerous or exotic animals, birds or reptiles; perform heavy work including frequent lifting; prevent serious accidents or injuries to self or the public; communicate effectively with co-workers, supervisors and the public.

PROMOTIVE LINES:

To: Senior Animal Keeper

From: Original Entrance Examination



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SENIOR ANIMAL KEEPER

Code: 3321

CHARACTERISTICS OF THE CLASS:

Under direction, supervises and reviews the work of subordinate Animal Keepers; as assigned, performs the duties of an Animal Keeper; and performs related duties as required.

Requires responsibility for enforcing and interpreting policies, methods and procedures relating to the care of animals, birds and reptiles on exhibit; contacts with the public. Positions in this class may involve exposure to dangerous or disagreeable elements.

EXAMPLES OF DUTIES:

1. Supervises zoo personnel engaged in the care and maintenance of animals, birds or reptiles, including cleaning of grounds and facilities, food preparation and feeding, animal observation, and routine medical treatment; schedules assignments and maintains attendance records; orients new personnel; attempts to resolve disputes or disciplinary problems which may arise.

2. Reviews work completed by subordinate staff; inspects work section regularly during the day to ensure proper care, maintenance and safety of animals, their quarters and facilities; attempts to resolve problems which arise in regard to food, equipment, supplies, maintenance, safety, repairs, and other items relating to the section's operations.

3. Keeps or reviews necessary records or logs, relating to animal observation, daily operations, or as may be required; submits or reviews requisitions for equipment, supplies, or routine or emergency repair or maintenance of facilities, enclosures or surroundings; may prepare other reports, such as industrial injury, accident or vandalism.

4. May load and unload feed and drive a truck.

5. May perform the duties of an animal keeper as a portion of regularly assigned duties or on an as-needed basis.

6. Meets with administrative zoo personnel to discuss section's operations; may assist administrative personnel on special assignments or projects relating to zoo operations; may act as Assistant Head Animal Keeper in incumbent's absence.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school or equivalent, supplemented by at least two years of experience in the care of zoo animals and maintenance of zoo facilities.

Knowledge, Abilities and Skills: Requires good knowledge of: the care and feeding of zoo animals, animal behavior, animal diseases and methods of preventing the spread of contagion; biology and zoological principles; hazards of working with zoo animals; zoo rules, policies and procedures; principles of supervision.

Requires ability to: work well with and supervise subordinate employees; keep operational records; perform heavy work including frequent lifting; work safely and effectively with dangerous or exotic animals, birds or reptiles; deal courteously and effectively with the public.

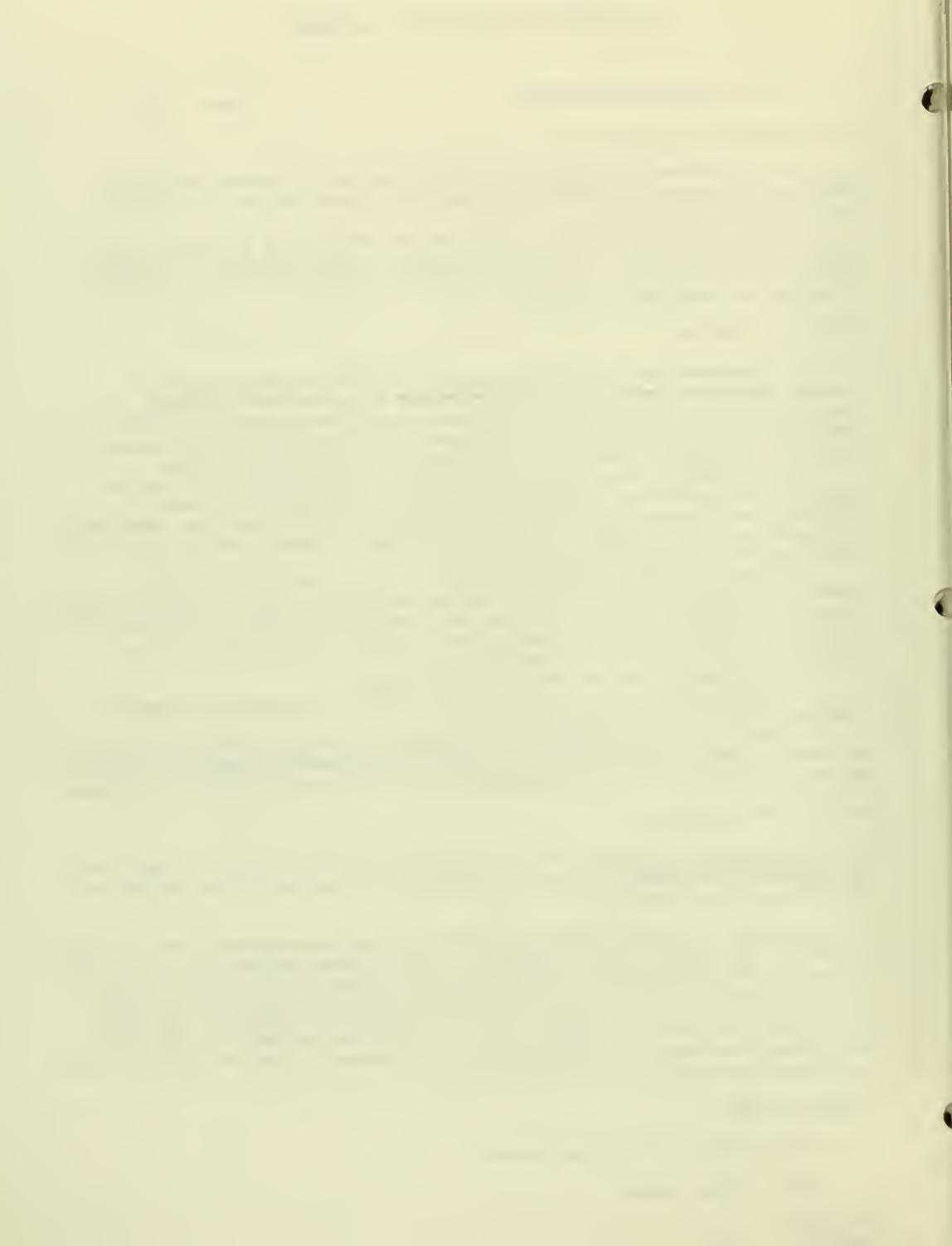
PROMOTIVE LINES:

To: Assistant Head Animal Keeper

From: Animal Keeper

NEW CLASS

ADOPTED : 11/1/76



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT HEAD ANIMAL KEEPER

Code: 3322

CHARACTERISTICS OF THE CLASS:

Under direction, acts as an assistant to the Head Animal Keeper in planning, coordinating and assigning the work of Animal Keeper and other personnel at the Zoo; inspects animal exhibits, quarters and facilities for health and safety standards; provides information to the public and conducts tours of the Zoo; performs related duties as required.

Requires responsibility for: interpreting and enforcing policies, procedures and methods relating to the care and handling of exhibits at the Zoo; contacts with the public. This position may involve some exposure to dangerous or disagreeable elements.

EXAMPLES OF DUTIES:

1. Assists in the planning and direction of zoo operations; supervises Senior Animal Keepers and reviews work assignments of subordinate personnel; makes frequent inspection of zoo grounds, facilities and operations to insure that standards of health and safety are being maintained; resolves problems arising from course of day-to-day operations.

2. Supervises operations of Security, Central Kitchen and storeroom; receives food or materials, supplies and equipment being delivered to the zoo and supervises distribution of same, reviews and/or approves requisitions submitted for routine or additional food, materials, supplies or equipment and makes recommendations to Head Animal Keeper.

3. Coordinates operations of animal keepers staff with animal hospital, gardening, security, maintenance, janitorial and admission personnel; assists in the planning of animal exhibit design and landscaping; supervises crowd control and the receiving, caging, and moving of animals and the treatment of ill or injured specimens.

4. Answers telephone inquiries and gives information regarding zoo operations or exhibits to the visiting public; escorts visitors, school tours, researchers, and other interested persons through the zoo; investigates complaints; and promotes good public relations for zoo operations.

5. Assists in coordinating training and safety programs for zoo; works with zoo and departmental staff to provide training on animal care, animal behavior, maintenance, and safety to Animal Keepers and other staff; reviews safety operations to detect unsafe or unsanitary conditions or violations of CAL/OSHA regulations and takes appropriate steps to solve safety-related problems.

6. Maintains records or prepares reports on zoo operations, including personnel, purchasing and repair requisitions, industrial injury or accident reports, or others as required.

7. May assist Head Animal Keeper Director on special assignments or projects; acts as Head Animal Keeper in the incumbent's absence.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school or equivalent, supplemented by at least four years of experience in the care of zoo animals and maintenance of zoo facilities. Supervisory experience preferred.

Knowledge, Abilities and Skills: Requires thorough working knowledge of: the care, feeding, handling and treatment of zoo animals; rules policies and procedures in all areas of zoo operations; principles of supervision, requisitioning and record keeping.

Requires ability and skill to: plan, schedule, supervise and review the work of subordinate personnel engaged in diversified activities over a wide area; deal courteously and effectively with the public; maintain operating records and prepare related reports; make some independent decisions.

PROMOTIVE LINES:

To: Head Animal Keeper

From: Senior Animal Keeper

AMENDED : 11/1/76

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SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: HEAD ANIMAL KEEPER

Code: 3324

CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for assisting the Zoological Director in directing, planning, supervising and coordinating operations and activities of animal keepers and related services at the San Francisco Zoo; and performs related duties as required.

Requires responsibility for: interpreting, coordinating and enforcing policies and procedures related to all phases of zoo operations; making frequent contacts with the public and zoo employees; preparation and review of work records and written reports. This position may involve some exposure to dangerous or disagreeable working conditions.

EXAMPLES OF DUTIES:

1. Directs the work operations of animal keepers and related staff; assigns duties and programs through subordinate supervisory personnel; plans and coordinates animal keepers' activities with other zoo operations, including animal hospital, gardening, security, maintenance, janitorial and admissions.

2. Inspects animals, grounds and facilities to insure that standards of health and safety are being maintained; arranges for the shipment of animals, birds or reptiles to other zoos and receives those shipped to the San Francisco Zoo; resolves serious problems arising from course of day-to-day operations or makes recommendations to Zoo Director or same.

3. Assists the Zoo Director in long-range planning of zoo operations; assists in the development of policies and procedures of zoo operations; assists in the development of training and safety programs for animal keepers and related staff in accordance with zoo operations and CAL/OSHA regulations; assists in preparation of the budget and related business matters.

4. Conducts routine business and office functions; approves requisitions for food, equipment, supplies, or repairs; orders approved items and receives same; reviews time records, employee evaluations, industrial injury or accident and other personnel-related forms; keeps records or prepares, reviews or approves written reports as required.

5. Answers telephone inquiries and gives information regarding zoo planning, operations or exhibits to other City departments or agencies, educational institutions and the public; escorts visitors, school tours, researchers and other interested persons through the zoo; investigates complaints; and promotes good public relations for zoo operations.

6. May assist Zoo Director on special assignments or projects; may act as Zoo Director in incumbent's absence.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school or equivalent, supplemented by at least six years of experience in the care of zoo animals and maintenance of zoo facilities, including at least two at a supervisory level.

Knowledge, Abilities and Skills: Requires thorough working knowledge of: the principles and practices of planning, supervision, requisitioning and record keeping; rules, policies and procedures in all areas of zoo operations; the care, feeding, handling and treatment of zoo animals and maintenance of zoo facilities.

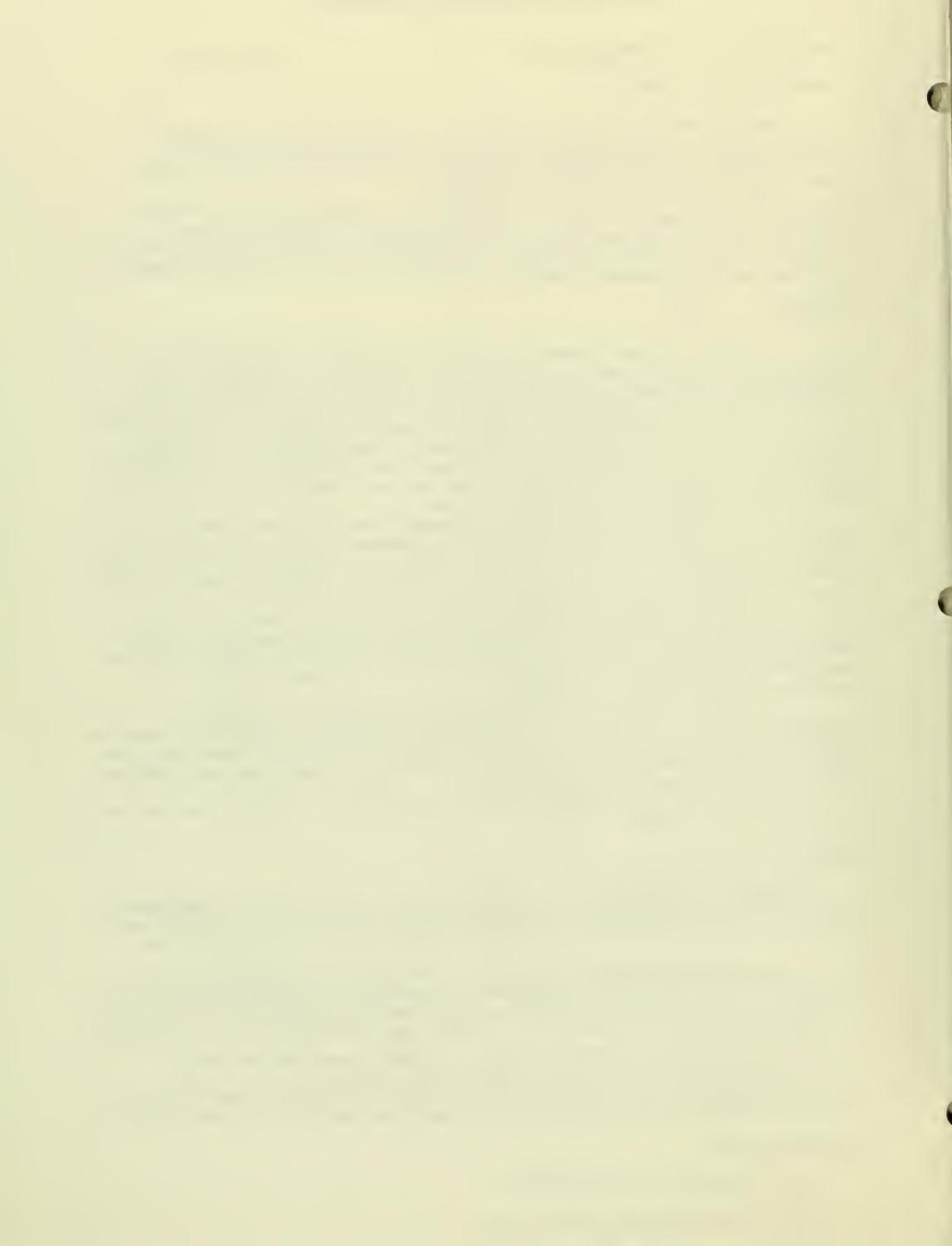
Requires ability and skill to: plan, schedule, supervise and review the work of subordinate personnel engaged in diversified activities over a wide area; deal courteously and effectively with the public; maintain operating records and prepare related reports; make independent decisions as required.

PROMOTIVE LINES:

To: No normal line of promotion

From: Assistant Head Animal Keeper

AMENDED : 11/1/76



CLASS TITLE: AMUSEMENT OPERATIONS MANAGER

CODE: 3330

CHARACTERISTICS OF THE CLASS:

Under direction, supervises the operations of recreation and park amusement facilities and refreshment stands; and performs related duties as required.

Requires responsibility for: use of judgment in ordering food stuffs and maintenance of inventories; the assignment of personnel; the supervision of the accounting for and handling of cash receipts.

EXAMPLES OF DUTIES:

1. Assigns duties and work to regular and part-time employees such as vendors, ride attendants, and helpers.
2. Calls and employs part-time employees, as needed, and lays out work for anticipated business each day.
3. Orders, receives and issues all stocks; determines amounts of concession sales and number of ride tickets sold; makes daily report of cash received.
4. Generally supervises the operation of the merry-go-round, ferris wheel, train rides, concession booths and vending stands.
5. Inspects ride and playground equipment for public safety and makes minor adjustments or repairs as required.
6. Inspects food counters, containers, refrigerators and freezers for sanitation.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school, supplemented by at least five years of experience in the management or supervision of amusement or restaurant concessions or similar operations, or an equivalent combination of training and experience.

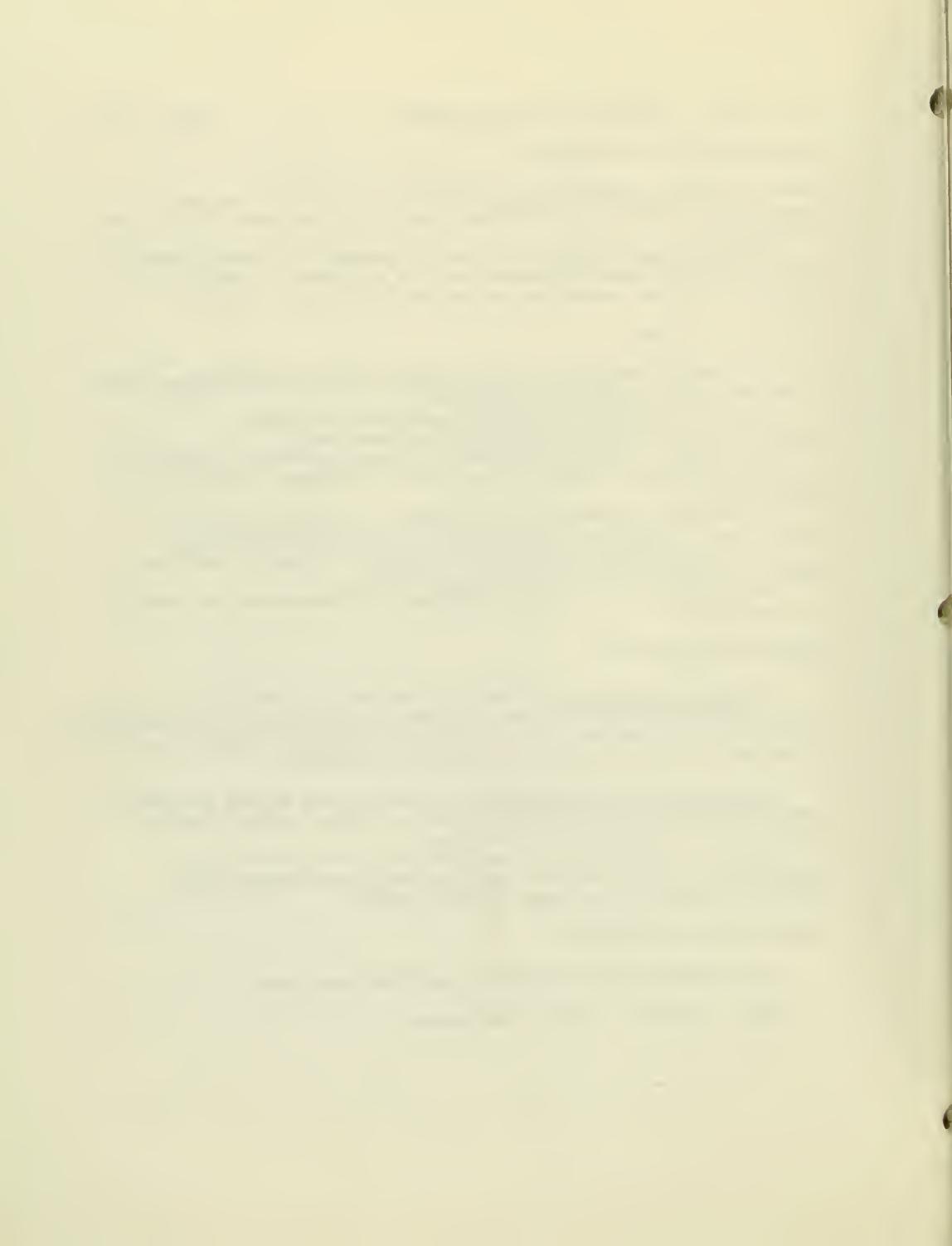
Knowledge, Abilities and Skills: Requires good working knowledge of: business practice, including the purchasing of food stuffs; inventory control and accounting of cash receipts.

Requires the ability to: assign and supervise subordinates; maintain good public relations practices among subordinates; keep records of operations and make required reports.

NORMAL LINES OF PROMOTION:

To: Concessions and amusements assistant supervisor

From: Original entrance examination



CLASS TITLE: CONCESSIONS AND AMUSEMENTS ASSISTANT  
SUPERVISOR

CODE: 3332

CHARACTERISTICS OF THE CLASS:

Under direction, is responsible for the operation of amusement facilities and commissary units, including inventories, cash receipts and supervision of assigned personnel; and performs related duties as required.

Requires responsibility for dealing with concessionaires and enforcing conformity with the provisions of concessionaire's contracts.

EXAMPLES OF DUTIES:

1. Assigns daily duties and work to amusement operations personnel including rides attendants, vendors, janitors, and helpers.
2. Prepares estimates and orders of saleable merchandise for the commissary units.
3. Records the time of employees on daily time sheets and forwards to the timekeeper's office.
4. Maintains a perpetual inventory of stocks in the storerooms of the commissary units.
5. Actively manages the operation of playground and kezar stadium cashiers.
6. Is responsible for the operation of storyland in connection with the sale and collection of tickets.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in business administration or accounting.

Requires at least two years of experience in accounting or business management; or an equivalent combination of training and experience.

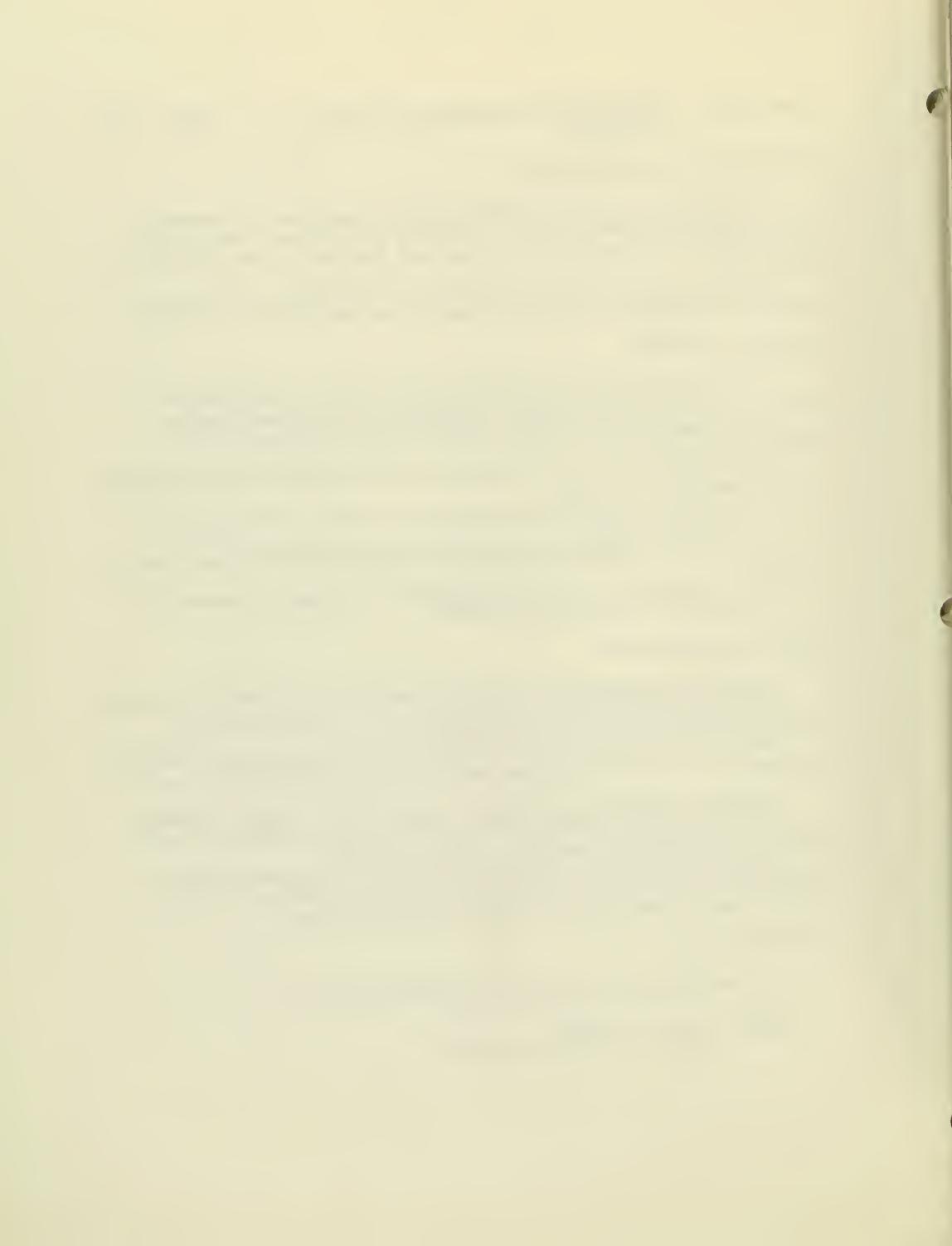
Knowledge, Abilities and Skills: Requires good working knowledge of business operations, including inventory control, handling of cash receipts, assignment of personnel, and business law.

Requires ability to: supervise the work of employees engaged in diversified activities at scattered locations; deal effectively with concessionaires, using tact, courtesy and good judgment.

PROMOTIVE LINES:

To: Concessions, Amusements and Camp Supervisor

From: Junior Accountant  
Manager, Amusement Operations



CLASS TITLE: CONCESSIONS, AMUSEMENTS AND CAMP  
SUPERVISOR

CODE: 3334

CHARACTERISTICS OF THE CLASS:

Under general direction, supervises the operations of all commissary units of the recreation and park department; inspects or supervises the inspection of all food, restaurant and beverage concessions leased by the department in order to insure compliance with contract provisions; supervises, through subordinates, the activities of all personnel of the commissary division and of camp mather; and performs related duties as required.

Requires responsibility for: executing the policy of the recreation and park department with considerable latitude for independent decisions and actions; interpreting departmental rules to subordinates and consulting with and advising them on operational procedures; making numerous contacts in dealing with concessionaires and the general public.

EXAMPLES OF DUTIES:

1. Has complete supervision of the management and operation of all units comprising the commissary division, including camp mather.
2. Supervises the ordering, issuing and proper accounting for materials and supplies, contractual services, and food stuffs required.
3. Makes constant inspections of units of the commissary division to determine attendance of personnel, standards of operation, condition of equipment, and cash receipts and inventory.
4. Makes periodic inspections of all leased food, beverage and restaurant concessions in the department to determine if contract commitments are being met.
5. Supervises lease concessions at kezar stadium and pavilion in the enforcement of departmental rules and policies.
6. Prepares budget estimates for the commissary division and assigns duties and work schedules to all employees.
7. Interprets departmental rules, regulations and policies to employees.
8. Inspects all completed work for accuracy and conformance with instructions.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in business administration or accounting.

Requires at least five years of progressively responsible experience in the purchasing and sale of food stuffs and refreshments; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough working knowledge of general business and accounting practices.

Requires ability to supervise employees engaged in a wide range of occupations at scattered locations and deal tactfully and effectively with concessionaires and the general public.

PROMOTIVE LINES:

CLASS TITLE: CONCESSIONS, AMUSEMENTS AND CAMP  
SUPERVISOR (continued)

CODE: 3334

To: No normal lines of promotion

From: Concessions and Amusements Assistant Supervisor

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT ZOO DIRECTOR

CODE: 3339

CHARACTERISTICS OF THE CLASS:

Under general direction, assists in the overall planning, organization and direction of the Zoological Gardens; and performs related duties as required.

DISTINGUISHING FEATURES:

This single-position class is responsible for supervising the daily operations of the animal care management program of the San Francisco Zoo, including the maintenance of Zoo property and facilities and the activities of the animal care staff. It is distinguished from the Zoo Director in that it assists the latter in administering Zoo operations, while the Director has overall responsibility for the planning, organization and direction of the entire Zoo.

EXAMPLES OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Oversees and directs the daily activities of the San Francisco Zoo; assigns, reviews, trains and evaluates the work of the curatorial, animal care and operations and maintenance staff; conducts training sessions for curators and animal care staff.
2. Inspects the work of employees as related to the care, repair, and maintenance of building, grounds and roadways; inspects animal cages, houses, grottos and other enclosures for security and cleanliness; observes condition's of animals and consults with head animal keeper regarding care and feeding.
3. Develops and maintains animal care procedures, animal acquisition and disposition policies and dietary programs; coordinates Species Survival Program for the Zoo; directs and coordinates research activities; consults with veterinarians, zoo managers and others on nutrition, sanitation and various other animal care issues.
4. Consults with members of the Zoological Society staff on long-range planning issues regarding the care and maintenance of the animal collection; represents the Zoo at seminars, conferences and public forums.
5. Acts for the Zoo Director in the Director's absence; may represent the Zoo before representatives of the press, radio, television, community organizations and others.

QUALIFICATIONS:

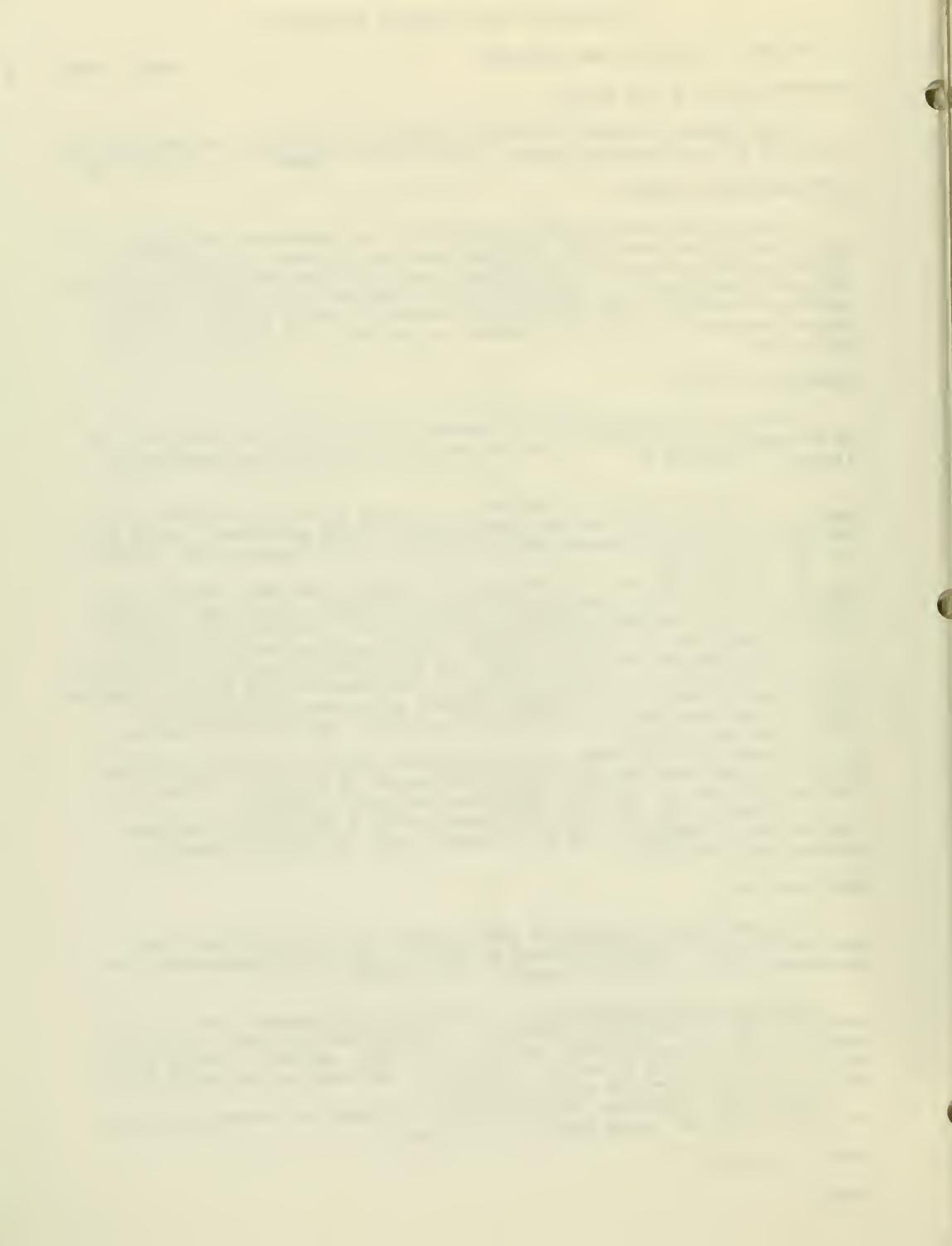
"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: A thorough knowledge of: zoo administration and operation; proper care, diet and habits of various animals, birds and reptiles; maintenance requirements of zoos; sources of supply and value of a wide variety of animals; legislation pertinent to the operation of the zoo; principals of good public relations.

Ability to: Administer the activities of a large zoo; assign, supervise and direct personnel; speak and write effectively.

ADOPTED: 9-18-89

#4102c



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ZOO DIRECTOR

CODE: 3340

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, is responsible for the overall planning, organization and direction of the zoological gardens; and performs related duties as required.

Requires major responsibility for: the planning and administration of a large program of zoological exhibits; the supervision of the care and custody of valuable animals; making frequent contacts with the public, press and members of civic organizations interested in the operations of the zoo; exercising judgment in directing the work of subordinates, which may involve the safety of employees and the public.

EXAMPLES OF DUTIES:

1. Plans and directs the operation of the zoological gardens; supervises all activities and personnel through a number of subordinates.
2. Inspects the work of employees as related to the care, repair and maintenance of buildings, grounds and roadways; inspects animal cages, houses, grottos and other enclosures for security and cleanliness; observes condition of animals and consults with head animal keeper regarding care and feeding.
3. Consults with the general manager of the department and division heads on matters affecting overall policy, such as budget and personnel requirements or business matters; consults with committees and individual members of the zoological society on policies regarding animal exhibits; represents the zoo before representatives of the press, radio, television, civic organizations and other groups.
4. Consults with veterinarians and others on nutrition, sanitation and various aspects of animal care; works with university and veterinary school classes, individual students and graduates in zoology and allied sciences; consults with federal customs officials, animal dealers, zoo officials from other cities and others regarding the purchase, trade, shipment and trans-shipment of animals and birds.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in zoology or veterinary science.

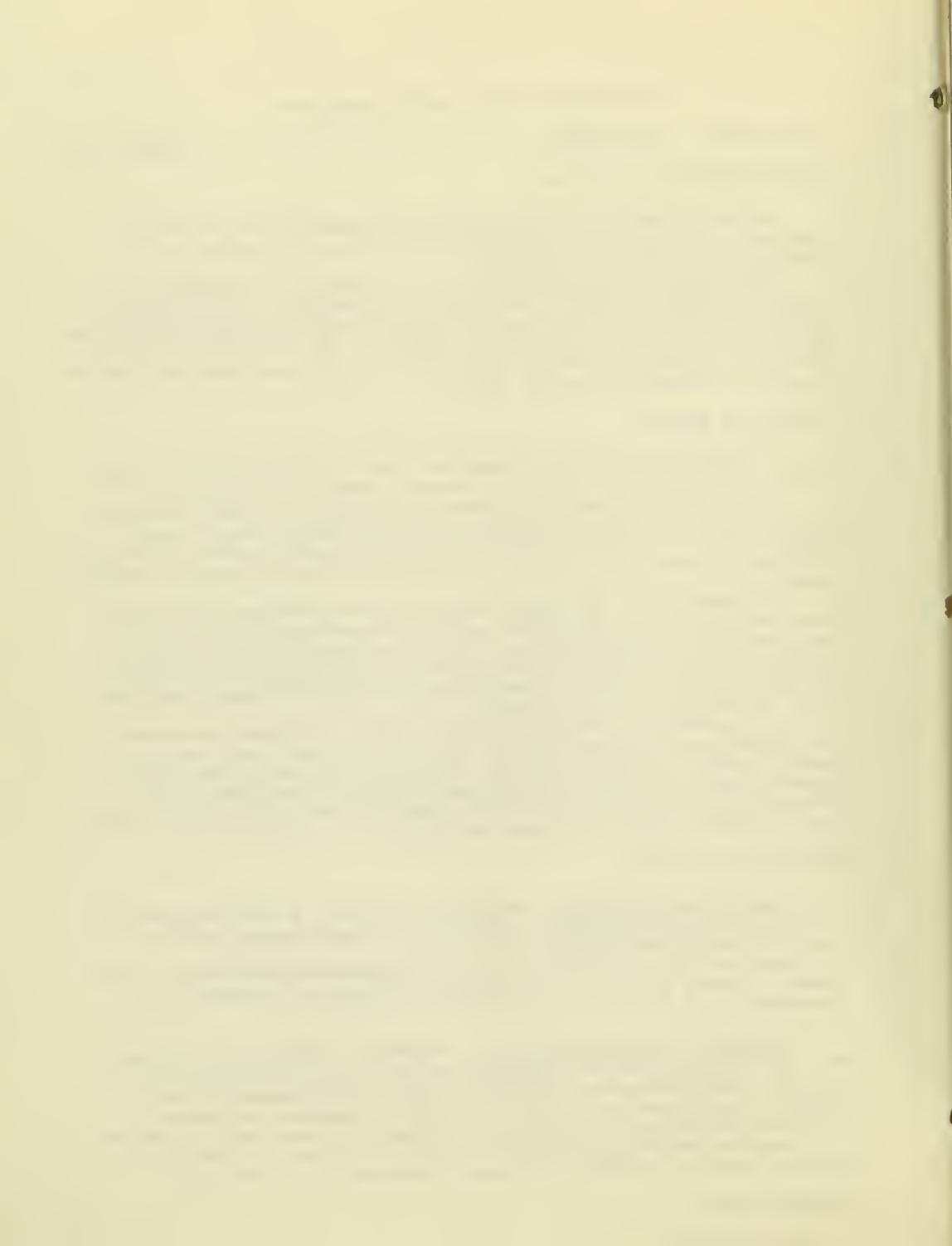
Requires five years of experience in an administrative capacity in a large zoological garden; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: zoo administration and operation; proper care, diet and habits of various animals, birds and reptiles; maintenance requirements of zoos; sources of supply and value of a wide variety of animals; legislation pertinent to the operation of the zoo; principles of good public relations.

Requires the ability to: administer the activities of a large zoo; assign, supervise and direct personnel; speak and write effectively.

PROMOTIVE LINES:

No normal lines of promotion - class exempt from examination.



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CHIEF ASSISTANT ZOO DIRECTOR

CODE: 3341

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, assists in the overall planning, organization and direction of the zoological gardens; and performs related duties as required.

Requires responsibility for: assisting in the planning and administration of a large program of zoological exhibits; the supervision of the care and custody of valuable animals; making frequent contacts with the public, press and members of civic organizations interested in the operations of the zoo; assisting in directing the work of subordinates, which may involve the safety of employees and the public.

EXAMPLES OF DUTIES:

1. As assigned, acts for the Zoo Director.
2. As assigned, plans and directs the operation of the zoological gardens; supervises all activities and personnel through a number of subordinates.
3. Assists in inspecting the work of employees as related to the care, repair and maintenance of buildings, grounds and roadways; inspects animal cages, houses, grottos and other enclosures for security and cleanliness; observes condition of animals and consults with head animal keeper regarding care and feeding.
4. May consult with the general manager of the department and division heads on matters affecting overall policy, such as budget and personnel requirements or business matters.
5. As assigned, consults with committees and individual members of the zoological society on policies regarding animal exhibits; represents the zoo before representatives of the press, radio, television, civic organizations and other groups.
6. As assigned, consults with veterinarians and others on nutrition, sanitation and various aspects of animal care; works with university and veterinary school classes, individual students and graduates in zoology and allied sciences; consults with federal customs officials, animal dealers, zoo officials from other cities and others regarding the purchase, trade, shipment and trans-shipment of animals and birds.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree, with major course work in zoology or veterinary science.

Requires three years of experience in an administrative capacity in a large zoological garden; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: zoo administration and operation; proper care, diet and habits of various animals, birds and reptiles; maintenance requirements of zoos; sources of supply and value of a wide variety of animals; legislation pertinent to the operation of the zoo; principles of good public relations.

CLASS TITLE: CHIEF ASSISTANT ZOO DIRECTOR  
(Cont'd)

CODE: 3341

Requires the ability to: administer the activities of a large zoo;  
assign, supervise and direct personnel; speak and write effectively.

ADOPTED: 7/14/66

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: ZOOLOGIST

CODE 3342

CHARACTERISTICS OF THE CLASS:

Under direction, performs a wide range of scientific and administrative duties relating to the display, care, feeding, propagation and procurement of animals at the San Francisco Zoo; assists the Zoo Director in the planning and design of paddocks, pens, cages, and other housing for the most effective presentation of the animal collection; conducts research projects; writes scripts, pamphlets and reports; lectures; teaches; and performs related duties as required.

Requires responsibility for following existing policies and methods in the overall care and exhibition of the animals in the zoo. The nature of the work also requires responsibility for the safety of animals, zoo employees, and the public, and initiative in the design and maintenance of animal enclosures and other zoo facilities.

EXAMPLES OF DUTIES:

1. Assists the Zoo Director in the procurement and disposition of animals through purchase, sale, or trade, and exercises professional judgment in the feeding, housing, propagation, and medical care of all mammal, reptile, bird and other specimens in the collection.
2. Writes scripts for labels and radio and television programs; writes reports and articles on animals; gives lectures and leads discussions on animal characteristics, habits and biology in developing public understanding and stimulating interest in zoology and the zoo.
3. Assists in organizing and maintaining animal records and assists in budgeting and future collection planning.
4. Verifies illnesses of animals; consults with the veterinarian, administers medication when necessary, and assists in carrying out the veterinarian's instructions in connection with the care and treatment of animals requiring medical attention; assists in capturing, anesthetizing, and marking animals.
5. Assists the Director in the planning and design of cages, grottoes, pools, paddocks, and other animal enclosures; recommends major repairs, changes and improvements in zoo buildings and facilities; confers with engineers and architects in the design and construction of facilities.
6. Plans and conducts research projects relating to the care of captive wild animals and the maintenance of good animal health; establishes and maintains liaison with other zoos, scientific and governmental institutions, and professional associations in connection with research studies.
7. Assists in the design and construction of crates, cages and other containers for the shipment of animals; coordinates transportation and delivery schedules and food, water, and other requirements for animals in transit.
8. Conducts a continuing training program for zoo employees and for docents and other personnel performing lecture services to zoo patrons.
9. Acts for the Zoo Director in his absence and as assigned.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires a degree from an accredited four-year college or university with major course work in zoology, a biological science, animal husbandry, or veterinary science, and one year of recent, full-time, paid experience in the handling, feeding, care, and breeding of animals in a zoo or other animal facility, or an equivalent combination of education and experience.

Knowledge, Abilities, and Skills: Requires a considerable knowledge of: The habits and needs of a variety of animals normally included in a major zoo; methods of animal care to include breeding, housing and medical treatment; and the effective display of animals for a zoo.

CLASS TITLE: ZOOLOGIST

Requires ability to: Express ideas clearly and concisely, both orally and in writing; establish and maintain effective relationships with the zoo staff, other officials, civic organizations and the public; plan and conduct research studies in zoology; prepare accurate and comprehensive reports; and conceive and design appropriate and effective animal enclosures.

License: Requires possession of a valid California drivers license.

PROMOTIVE LINES:

To : No normal lines of promotion  
From: Original entrance examination.

ADOPTED: 7/13/70

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DIRECTOR, ZOOLOGICAL ACTIVITIES

CODE: 3346

CHARACTERISTICS OF THE CLASS:

Subject to policy approval, plans, coordinates and administers a comprehensive program of zoological and other activities related to the San Francisco Zoological Gardens; directs the operation of the Zoological Gardens and performs related duties as required.

DISTINGUISHING FEATURES:

This is a single position class characterized mainly by its responsibility for administering the operation of the zoological gardens and coordination of diversified zoological activities. The incumbent must exercise major responsibility for providing community leadership in zoological activities and for representing the San Francisco Zoo before groups and organizations interested in the Zoological Gardens.

EXAMPLES OF DUTIES:

1. Represents the administration of the Recreation and Park Department to the San Francisco Zoological Society and other groups and organizations interested in the San Francisco Zoo; encourages and coordinates the participation of such groups in zoological activities and programs; prepares or directs the preparation of news releases to the press, television or other media; prepares technical articles for zoological publication.
2. Directs ongoing zoo operations; plans a comprehensive program of health care for animals, birds and reptiles on exhibit; develops a program of animal acquisitions and in cooperation with representatives of Zoological Society, plans and develops new exhibits; manages and accounts for the special animal fund and regulates its use in acquiring new animals.
3. Develops and compiles the annual budget submittal for the zoo; in concert with representatives of Zoological Society, other Recreation and Park divisions and City agencies, develops a master plan for expansion of Zoological Gardens.
4. Reviews concessions operating within the San Francisco Zoo with respect to the quality of their goods and services; makes recommendations on improvements in this respect; works with the academic community and other organizations interested in the natural history of animals, reptiles and birds.
5. Consults with the zoo veterinarian relative to the operation of the zoo hospital and plans for the disposition of sick or aging animals. Develops a program of health care maintenance for animals, reptiles and birds.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in zoology or veterinary science.

Requires five years of experience in an administrative capacity in a large zoological garden; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: zoo administration and operation; proper care, diet and habits of various animals, birds and reptiles; maintenance requirements of zoos; sources of supply and value of a wide variety of animals; legislation pertinent to the operation of the zoo; principles of good public relations.

CLASS TITLE: DIRECTOR, ZOOLOGICAL ACTIVITIES

CODE: 3346

MINIMUM QUALIFICATIONS: (contd)

Requires the ability to represent the San Francisco Zoo before private organizations, legislative bodies, the media and representatives of other organizations interested in zoo activities; supervise and direct the activities of subordinates; speak before groups and organizations and to prepare clear and concise technical material and reports.

PROMOTIVE LINES:

No normal lines of promotion - class exempt from examination.

Adopted: 1/20/75

(NEW CLASS)

(Abolishes class 3340 Zoo Director)

CLASS TITLE: PARKS SUPERINTENDENT

CODE: 3350

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, is responsible for the planning, organization and direction of the construction, maintenance and repair of all parks, landscaped areas and grounds of the Recreation and Park Department; and performs related duties as required.

Requires major responsibility for: executing and interpreting policy and developing methods and procedures for the operation of the Parks Division; directing all custodial and maintenance activities; making personal contacts with commission members, city officers, members of civic organizations and others interested in the activites of the Park Division; administering the fiscal affairs and the budgeting of the division, based on an analysis of needs.

EXAMPLES OF DUTIES:

1. Provides general administrative direction for the design, construction, reconstruction, inspection and maintenance of all parks, landscaped areas and grounds, including all structures, buildings, roads, paths, courts and playground and mechanical equipment.
2. Provides general administrative direction for the design, operation, inspection, construction and maintenance of all irrigation and domestic water supplies and systems, sewage treatment and disposal and water reclamation systems.
3. Directs the operation and maintenance of nurseries, conservatory and golf courses and the construction of new courses; periodically inspects all properties of the department; consults with department officers and employees and other city departments on matters affecting operations; may act in the capacity of superintendent of structural and mechanical operation and repair.
4. Hears complaints of the public and renders assistance in arriving at solutions; attends meetings of the Recreation and Park Commission, Board of Supervisors and various committees; attends staff conferences and meetings on matters affecting the operations of the Park Division.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by courses in horticulture.

Requires at least twelve years of progressively responsible experience in a program of park development and maintenance, including four years of responsible administrative experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: all physical property and activities of the department; departmental rules and regulations and legislation affecting departmental operations; modern theory and practice of park development and maintenance and related fields.

CLASS TITLE: PARKS SUPERINTENDENT (continued)

CODE: 3350

Requires the ability to: plan, organize, assign and direct the activities of a large group of subordinate personnel; represent the department before various civic and community organizations; speak and write effectively.

PROMOTIVE LINES:

No normal lines of promotion -class exempt from examination.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CURATOR OF ZOOLOGICAL EXHIBITS

CODE: 3360

CHARACTERISTICS OF THE CLASS:

Under general administrative direction of the Zoo Director, directs the planning, design, production and installation of zoological exhibits, displays and animal environments; develops and produces all graphics in connection with Zoo programs; may supervise a staff of artists and technicians; and performs related duties as required.

DISTINGUISHING FEATURES:

This single position class is distinguished from other curatorial classes in that the incumbent is responsible for enhancing the visual aspects of the Zoo experience by means of well designed and produced exhibits, displays, animal environments and graphics.

EXAMPLES OF DUTIES:

1. Supervises and participates in planning, design, construction and installation of displays, exhibits and animal environments.
2. Plans, produces and installs explanatory graphics for exhibits and displays including general information signs, animal identification labels, public education materials and funding proposals.
3. Researches and collects data on animal behavior and ecology for use in arranging animal enclosures and appropriate animal furniture and for use in informational displays; writes and edits material to be presented to the public.
4. Consults expert sources to determine the latest methods and materials in lamination, printing and lithography to select the most appropriate media for zoo exhibits; designs experiments to test materials and methods for use in the Zoo environment.
5. Maintains contact with professional associations and other zoos for current information on exhibit techniques.
6. Prepares written and graphic material for funding proposals for zoo exhibit projects.
7. Cooperates with Zoo docents in the preparation and conduct of programs in public education with respect to zoo animals and the functions of the zoo in animal care and exhibition.
8. Evaluates, assists in selection and supervises contractual work as assigned.
9. Inspects, repairs, or directs the repair of exhibits to ensure that exhibits are maintained in optimum condition.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires a baccalaureate degree and two years of experience in the design, construction and installation of exhibits displays and informational graphics, one of which must have been in a zoo.

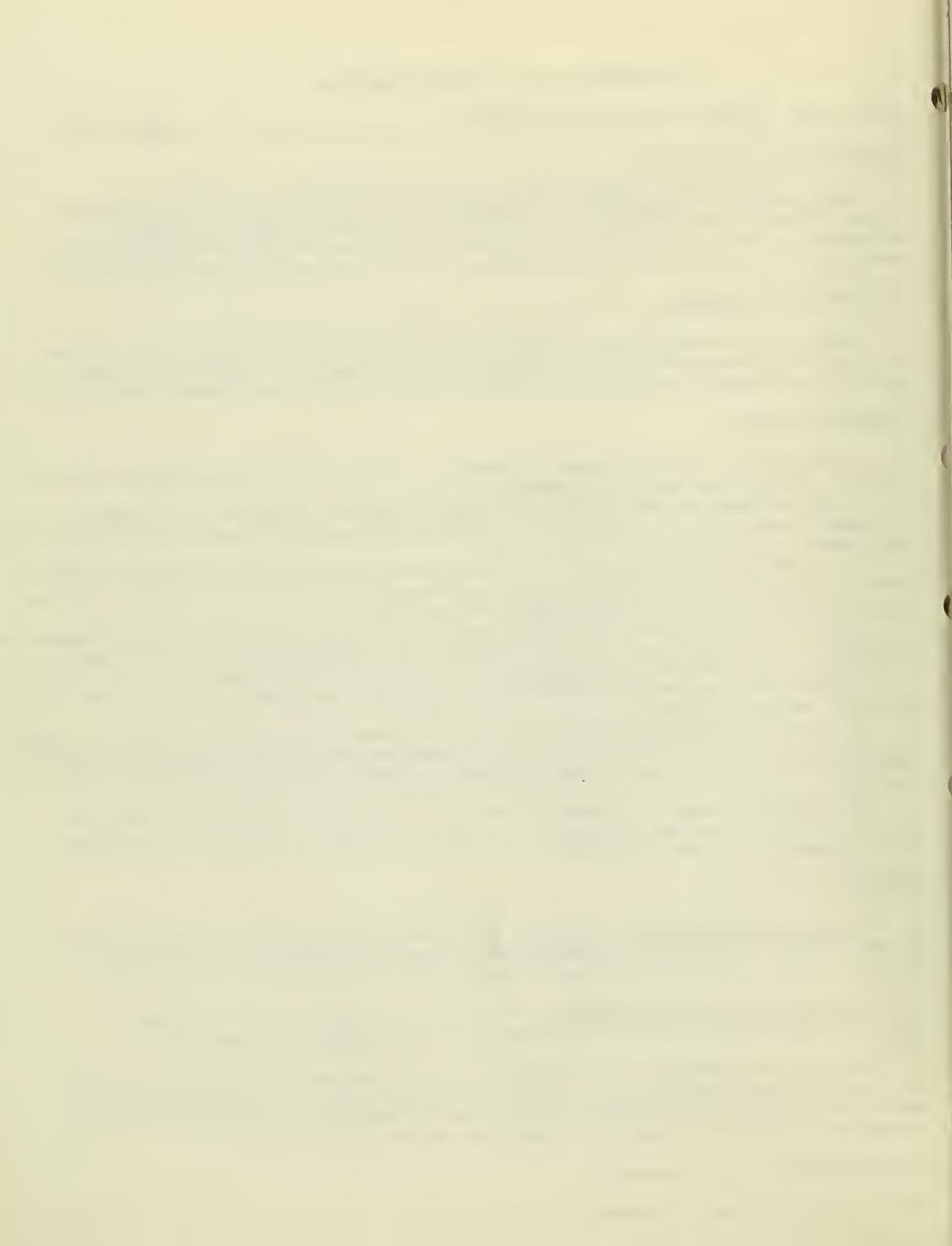
Knowledge, Abilities and Skills: Requires thorough knowledge of all aspects of practical design, construction and production as they relate to zoo exhibits.

Requires the ability to: plan, design, construct and supervise exhibit and display program at the Zoo; conduct research in connection with exhibit and display projects; write funding proposals; and deal courteously and effectively with members of various boards and commissions, departmental employees and the general public.

PROMOTIVE LINES: To be determined

FROM: Original Entrance Examination

ADOPTED: 10-17-77



**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**JOB CODE TITLE: ANIMAL CARE ATTENDANT**

**JOB CODE: 3370**  
**Business Unit: COMMN**

**DEFINITION:** Under direct supervision, the Animal Care Attendant maintains safe and sanitary facilities for shelter animals and the public, and provides humane handling and care to shelter animals.

**DISTINGUISHING FEATURES:** This class is distinguished from Class 3372 Animal Control Officer in that the latter works in the field and is responsible for the enforcement of animal control laws. It is distinguished from Class 3320 Animal Keeper in that the latter is responsible for the care and feeding of animals at the San Francisco Zoo, including rare or valuable specimens.

**SUPERVISION EXERCISED:** None

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:** According to Civil Service Commission Rule 9, the duties specified below are representative of the duties assigned to this class and are not intended to be an inclusive list.

1. Cleans and disinfects kennels, wards, cages, equipment, runs and other areas of the facility with appropriate cleaning agents in order to maintain a healthy, clean, safe and sanitary facility for shelter animals and the public; performs general janitorial duties as required.
2. Humanely handles and kennels all animals and identifies shelter animals with appropriate tags or bands before kenneling, including animals which may be ill, injured, quarantined, aggressive or difficult to control and wild animals such as snakes, skunks, pigeons and raccoons.
3. Provides food, water and proper care for all shelter animals by adhering to schedules and protocols within departmental policy.
4. Under the direct and indirect supervision of the Shelter Veterinarian, provides vaccination, microchipping, FIV/FELV testing and treatment of all shelter animals by adhering to schedules and protocols within departmental policy.
5. Monitors all animals, including those that may be isolated or quarantined, for signs of illness or unusual behavior; makes notations and reports problems regarding health and behavior of animals to the Animal Care Supervisor and/or Veterinary Medical services staff.
6. Performs the euthanasia of animals by injecting selected animals with controlled substances, in accordance with established laws and departmental policy; disposes of the euthanized animal in accordance with established departmental procedure; may assist in the selection of animals to be euthanized; may administer Schedule 2 barbiturates and/or narcotics.
7. Maintains accurate and legible case files and records for each animal in the shelter; uses a computer to input, update and access information regarding shelter animals and to produce written documents.
8. Provides information and assists members of the public, including individuals who may be angry, hostile or distraught, in search of lost or adoptable pets according to established laws and departmental procedures.
9. May assist management, the Veterinary Medical staff and other individuals, in animal husbandry, surgery or related procedures, as required by law and departmental policy.
10. Performs related duties as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

Knowledge of: industrial cleaning and sanitation, including safe and effective mixture and use of various cleansing agents and chemical compounds; methods for safe and humane handling and restraint of a variety of animals.

Ability to: deal courteously and effectively with co-workers, staff, volunteers and members of the general public from a variety of cultural and socioeconomic backgrounds, including individuals who may be angry, hostile or distraught; maintain effective, cooperative and professional working relationships; speak clearly and effectively, listen and elicit information in order to communicate work-related information; read and understand written instructions, procedures and memos; accurately document information in case records and files; prioritize and complete routine assignments with minimal direct oversight and within established timeframes; learn the characteristics of different species and breeds, symptoms of common animal diseases, animal first aid techniques and identification of symptoms which may necessitate medical attention; learn to use a computer to access, input and retrieve work-related information; bend, stoop, stretch, and crawl in the performance of assigned duties; lift and carry objects and equipment weighing up to 75 pounds; perform general labor duties for extended periods of time.

Ability and willingness to: learn procedures for the proper injection of prescribed substances for euthanasia of animals according to departmental policies.

**EXPERIENCE AND TRAINING GUIDELINES:**

1. Six (6) months (1000 hours) verifiable experience as an Animal Care Attendant or Kennel Attendant in an animal shelter; **OR**
2. Six (6) months (1000 hours) verifiable hands-on professional or volunteer experience in the care, feeding and/or handling of animals in a facility that cares for and/or houses animals (e.g. veterinary hospital, boarding or pet day care facility, or pet store), working principally with dogs and cats; **OR**
3. 30 semester or 45 quarter units of coursework in an animal husbandry, veterinary science or a related program at an accredited college or university.

**OTHER REQUIREMENTS:**

Working conditions: exposure to strong and/or unpleasant odors, including those from animal excrement, cleaning agents and chemical compounds, and frequent exposure to noise.

**Effective Date:** May 15, 1989

**Amended:** November 29, 1999

**Amended:** November 17, 2000

**Reason for amendment:** To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this class.

**DOCUMENTS DEPT**

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SAN FRANCISCO

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ANIMAL CARE SUPERVISOR

CODE: 3371

CHARACTERISTICS OF THE CLASS:

Under direction, supervises the kennel operation of the Animal Shelter and assists the Shelter Veterinarian by providing paraprofessional medical care and treatment to impounded animals; and performs related duties as required.

DISTINGUISHING FEATURES:

This classification supervises Animal Care Attendants in the maintenance of animal kennels and the feeding of impounded animals. It receives direction from and assists the Shelter Veterinarian in providing medical care to impounded animals. It is distinguished from Animal Control Supervisor by the latter's supervision of Animal Control Officers.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Assigns, supervises, monitors, trains and may perform the work of subordinate Animal Shelter Attendants; assures the cleaning and disinfecting of kennels and all other areas of the facility where animals are housed and cared for; assures that food and water are furnished and proper humane care provided for all animals housed at the shelter.

2. Assists the Shelter Veterinarian in developing and implementing a comprehensive disease prevention program; provides basic health screening, paraprofessional medical care and treatment to impounded animals; inspects and monitors all Shelter animals, including those that may be isolated or quarantined, for signs of illness or unusual behavior; takes appropriate action and reports significant problems to the Shelter Veterinarian.

3. Assists in the screening and selection of animals to be made available for adoption and those that must be euthanized; performs and trains and monitors Shelter Attendants in euthanasia by injection.

4. Assures that clear, legible and accurate case records are created and maintained for each animal in the shelter.

5. Orders and maintains adequate supplies, food and equipment used in the shelter facility for the care of animals.

6. Provides information and responds to inquiries from the public regarding animal care services, lost animals, redemption and adoption of animals.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Knowledge of: kennel hygiene and cleaning methods; humane methods of caring for and physically restraining domestic and wild animals; occupational hazards and safety precautions of working with impounded animals; characteristics of domestic animals; techniques of assisting a veterinarian including conducting basic health screening of domestic animals, administering vaccinations, animal first aid, and euthanasia by injection; laws and regulations governing the licensing, quarantining, impounding, care and disposal of animals; modern principles of supervision.

CLASS TITLE: ANIMAL CARE SUPERVISOR

CODE: 3371

Ability to: plan, assign, supervise and train subordinates in the humane care of impounded animals; work with and handle animals safely and properly; rapidly identify the symptoms of diseases common to small domestic animals, and to recognize those medical problems requiring the attention of a veterinarian; identify and correct problems which develop in kennel facilities and equipment; establish and maintain harmonious and effective relationships with co-workers, volunteers, and the public; maintain accurate, legible case records.

License: Requires possession of a valid California Driver's License.

ADOPTED: 5-15-89

#4064c

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

JOB CODE TITLE: ANIMAL CONTROL OFFICER

JOB CODE: 3372  
Business Unit: COMMN

**Definition:** Under general supervision, responds to requests for Animal Care and Control services and enforces compliance with city and state laws governing the humane care, control, licensing, vaccination and impoundment of animals.

**Distinguishing Features:** Incumbents in this class wear a uniform and a badge, but do not carry a firearm; they have powers of arrest and are responsible for explaining and enforcing state and city laws relating to animal care and control. This class is distinguished from Class 3370 Animal Care Attendant in that the latter is responsible for the care and feeding of animals housed at the animal shelter.

**Supervision Exercised:** None.

**Examples of Important and Essential Duties:** According to Civil Service commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

- Conducts routine patrols throughout the city, humanely confining dogs at large and other stray animals and transporting them to the shelter for impoundment; maintains close contact with the shelter and other field staff via radio in conformance with FCC regulations.
- Responds to requests for emergency rescue services, including injured, sick or stray animals in distress; humanely and safely handles all animals, domestic and wild; when necessary, administers basic first aid and transports sick or injured animals for emergency treatment; observes animals for signs of illness or unusual behavior and reports problems to the Animal Care Division and/or Veterinary Medical Services staff; picks up dead animals; euthanizes animals as required.
- Responds to complaints about the care, treatment and control of animals and other problem situations, including those which involve hostile, irate or distressed members of the public, in a tactful, professional and effective manner; mediates animal issues between neighbors; educates members of the public about laws and regulations on animal care and control.
- Investigates allegations of animal abuse and neglect; takes immediate action if necessary; gathers evidence and information for further investigation as indicated; documents information; consults with supervisors and/or management staff regarding cases of a complex or unusual nature; works with local law enforcement agencies, including the Offices of the City Attorney and the District Attorney, for the prosecution of responsible parties and resolution of animal-related issues; may provide testimony on investigations and findings.
- Issues warnings and citations and/or takes appropriate action when violations of animal care and control laws are observed; incumbents have powers of arrest and participate in executing arrest and search warrants.
- Provides information on laws and regulations governing the treatment, licensing, care and control of animals to the public in the field; participates in outreach services; educates the public about animal issues and responsible pet ownership and promotes a humane and caring attitude towards animals.
- Maintains assigned vehicles and other equipment in good working order and in a safe and sanitary condition.
- Produces and maintains accurate and legible case files, work records and forms, and reports, including accounts of investigative findings and other information; uses a computer to access, input and retrieve work-related information, maintain case files and records, and produce written reports.
- On a rotating basis answers the telephone and performs radio dispatch duties.
- Performs related duties as assigned.

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**Job Related and Essential Qualifications:**

**Knowledge of:** methods for safe, effective and humane handling and restraint of a variety of animals, including those that are sick, injured, aggressive and/or difficult to control; standard safety precautions and equipment for working with animals; physical and behavioral characteristics of different species and breeds of animals.

**Ability to:** learn laws and regulations related to the humane care, control, licensing, impounding and disposal of animals; learn the basic principles and techniques of law enforcement and provisions of law relating to due process, search and seizure, and the gathering, documentation and presentation of evidence; learn to handle wild animals such as snakes, skunks, pigeons and raccoons; learn symptoms of diseases common to domestic animals and wildlife, basic animal first aid techniques and techniques for administering vaccinations and euthanasia by injection; learn the use of the department's computer system to access, input and retrieve work-related information, maintain case files and records, and produce written reports; learn the use of radio equipment in conformance with FCC regulations regarding law enforcement agencies; effectively prioritize and complete tasks and assignments with minimal direct oversight and within established timeframes; assess situations and make appropriate and rapid decisions based upon a variety of relevant factors; take appropriate action based on interpretation of rules and policies; appropriately seek guidance from and refer issues to supervisors and management; deal courteously, fairly and effectively deal with individuals from a variety of cultural and socioeconomic backgrounds, including individuals who may be angry, hostile or distraught and/or in violation of the law; remain calm and impartial in frustrating and/or confrontational situations; establish and maintain effective, cooperative and professional working relationships; speak clearly, concisely and effectively in a manner that is understandable to the listener; listen and elicit information in order to resolve problems and/or conduct investigations; investigate allegations of animal abuse and neglect, gather information and document findings; drive a motor vehicle; bend, stoop, stretch, crawl, climb and run short distances; work in narrow, confined or elevated spaces; lift, carry and restrain moving animals, objects and equipment weighting up to 50 lbs.

**Experience and Training Guidelines:**

Possession of a valid driver license and good driving record for the last four years; AND Six months (1000 hours) of hands-on professional or volunteer experience in the care, feeding and/or handling of animals in a facility that cares for and/or houses animals (e.g. animal shelter, kennel, veterinary hospital, boarding or pet day care facility or pet store), working principally with dogs and cats.

**Special Requirements:**

Incumbents must meet the requirements for and successfully complete the Penal Code 832 course within the probationary period.

**Effective Date:** 5/15/89

**Amended:** 11/12/99

**Amended:** 12/22/00

**Reason for Amendment:** To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this classification.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ANIMAL CONTROL SUPERVISOR

CODE: 3373

CHARACTERISTICS OF THE CLASS:

Under direction, supervises animal control field operations activities including enforcing compliance with city and state laws governing the restraint, licensing, vaccination, impoundment, care and quarantine of animals; supervises the issuance of citations for violations of animal control regulations; and performs related duties as required.

DISTINGUISHING FEATURES:

This classification supervises Animal Control Officers performing animal control activities. Positions in this class are responsible for assuring timely and effective response to requests for routine and emergency animal control services. It receives direction from the Deputy Director of Animal Care and Control. It is distinguished from Animal Care Supervisor by the latter's supervision of Animal Care Attendants.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Assigns, supervises, monitors and may perform the field work of subordinate Animal Control Officers in the timely, effective response to requests for routine and emergency animal control services; assures the enforcement of and compliance with laws governing the restraint, vaccination, licensing, impoundment, care and quarantine of animals.
2. Trains subordinate staff and assures that stray animals are humanely handled, confined and transported to the shelter for impoundment, and that first aid is administered when necessary.
3. Evaluates requests for service, including complaints about the care, treatment and control of animals, establishes priorities, and directs appropriate responses; dispatches and maintains communication with field officers via two-way radio according to FCC regulations, monitoring the officers' safety and taking appropriate action when problems arise; maintains appropriate personnel coverage for emergency situations throughout the city 24 hours a day.
4. Responds to problems or complaints from the general public relating to animal control procedures in a tactful and effective manner; explains decisions and interprets laws, procedures and policies for subordinate staff and the public; assures that laws and departmental rules and policies are followed at all times.
5. Monitors case files, work records and activity reports for clarity, accuracy and completeness; assures that officers maintain their assigned vehicles in a healthful, sanitary and safe operating condition at all times.
6. Educates the public about responsible pet ownership and promotes a humane and caring attitude towards animals; makes presentations to community groups regarding animal care and control issues.
7. Orders and maintains an appropriate inventory of field supplies and equipment.

**QUALIFICATIONS:**

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Knowledge of: the techniques of humane animal handling, restraint and confinement and the occupational hazards and safety precautions of working with animals; the characteristics of various breeds of animals; the symptoms of diseases common to domestic animals and wildlife endemic to the San Francisco area; first aid for animals; rapid identification of animals requiring emergency medical care; effective law enforcement techniques and the provisions of law relating to search and seizure, gathering and presentation of evidence; laws and regulations relating to the care and control of animals; modern principles of supervision.

Ability to: plan, organize, supervise and train subordinates in the performance of animal control activities; work efficiently under pressure, react quickly and effectively in emergency situations, establish priorities and make rapid decisions based on interpretation of rules and policies; deal effectively in a tactful, firm and courteous manner with hostile, irate or emotionally distraught individuals who may be in violation of the law; establish and maintain harmonious and effective relationships with co-workers, volunteers and the public; use radio equipment according to FCC regulations; address animal care and control issues before civic and community groups; communicate effectively orally and in writing.

**License:** Requires a valid California Driicer's License.

**ADOPTED:** 5-15-89

#4060c

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: VOLUNTEER COORDINATOR, ANIMAL CARE  
AND CONTROL

CODE: 3374

CHARACTERISTICS OF THE CLASS

Under direction, plans, develops, implements and monitors the volunteer services program of the Department of Animal Care and Control; recruits, selects, trains, and evaluates volunteer staff; and performs related duties as required.

DISTINGUISHING FEATURES:

This single-position class is responsible for providing direction and coordination for all volunteer services of the Department of Animal Care and Control.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Establishes policies and procedures for implementing volunteer programs; works with division supervisors to identify needs and opportunities for utilization of unpaid staff, and to design programs to fill those needs.
2. Recruits and trains volunteers; coordinates, schedules, monitors and evaluates their daily work to assure maximum program coverage and effectiveness; assures that all departmental procedures are followed; handles public inquiries and any problem situations that may arise involving volunteer programs or staff.
3. Designs and develops training and orientation classes in a variety of areas including program procedures, applicable laws and departmental policies, techniques for dealing effectively with the public, and the proper and humane handling of animals.
4. Represents the department's volunteer programs to the public and the news media through public service announcements, classes, workshops, events and presentations to local groups, schools and civic organizations, and through personal contacts with community leaders.
5. Develops and implements a volunteer incentive program, including the production of newsletters, information flyers and other written material.
6. Maintains and physically organizes volunteer work areas; maintains current schedules, files and records for volunteer staff.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Knowledge of: principles of supervision; office procedures and practices.

Familiarity with: the workings of a welfare animal organization or municipal animal control program.

CLASS TITLE: VOLUNTEER COORDINATOR, ANIMAL CARE  
AND CONTROL

CODE: 3374

Ability to: plan, develop and implement an effective volunteer program in an animal shelter; recruit, screen, select, train and evaluate unpaid staff; learn laws and regulations relating to domestic pets, animal shelter procedures and pet care information; learn techniques to safely and humanely handle domestic animals; make public presentations to the public in small and large groups and through the media; deal effectively and tactfully with various community groups, the media, and the public; communicate effectively orally and in writing.

License: Requires a valid California Driver's License.

ADOPTED: 9-18-89

#4105c

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ANIMAL HEALTH TECHNICIAN

CODE: 3375

CHARACTERISTICS OF THE CLASS:

Under supervision of a Veterinarian, assists in providing paraprofessional medical care and treatment to all impounded animals; monitors general health of animal population and administers emergency treatment, first aid and follow up care to those in need; and performs related duties as required.

DISTINGUISHING FEATURES:

This classification provides examination, medical care, and treatment of all impounded animals housed at the animal shelter. It is distinguished from animal care attendant in that the latter is responsible for the caring, receiving and feeding of animals including the sanitizing and maintenance of the kennel areas.

EXAMPLES OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Assists the veterinarian in the conduct of physical examinations, administers medications and immunizations, observes for symptoms, and provides the necessary care and treatment to alleviate problems detrimental to impounded animals' health and well-being.
2. Under direction of the veterinarian, renders emergency treatment to all animals in need.
3. Under direction of the veterinarian, checks and monitors the general health of all shelter animals, performs a variety of diagnostic procedures including laboratory tests and x-rays and provides treatment to all shelter animals where necessary.
4. Assists veterinarian in surgery and insures that all equipment and instruments are at hand, operable and sanitized.
5. Maintains inventory of all pharmaceuticals, equipment and supplies.
6. Provides care and feeding to shelter animals needing special attention and, as directed, to other shelter animals as well.
7. Visually inspects and monitors animals, including those that may be isolated or quarantined, for signs of illness or unusual behavior, reporting any potential problems to superiors.
8. Properly kennels all animals, especially those needing special attention; assists in impounding and redeeming animals; maintains related records; provides information and responds to inquiries from the public regarding animal care services, lost animals, redemption and adoption of animals.
9. Assists in performing euthanasia of animals by injection.

CLASS TITLE: ANIMAL HEALTH TECHNICIAN

CODE: 3375

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Knowledge of: animal behavior and anatomy; diseases and their symptoms common to domestic animals and wildlife; administering medications and treatments to animals; general surgical procedure and equipment used in an animal health facility.

Ability to: handle and care for animals including wildlife and domestic animals in a humane manner; administer emergency treatments, first aid and medications to all types of animals; establish and maintain harmonious and effective relationships with co-workers, volunteers and the public; perform heavy work for extended periods; maintain accurate and legible case records; understand and follow rules and regulations governing the impounding, releasing and euthanasia of animals.

License: Requires a valid certificate of registration as an Animal Health Technician issued by the California State Board of Examiners in veterinary medicine.

Requires possession of a valid California Driver's License.

ADOPTED: 9/17/90

#4183c

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

FEB 22 2001

JOB CODE TITLE: ANIMAL CARE ASSISTANT SUPERVISOR

JOB CODE: 3376  
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Business Unit: COMMN

**Definition:** Under direction of the Animal Care Supervisor, assists in supervising the kennel operation of the Animal Shelter, ensuring safe, sanitary and secure facilities for shelter animals and the public as well as the humane handling and care of shelter animals.

**Distinguishing Features:** This classification is distinguished from Class 3371 Animal Care Supervisor in that the latter has overall responsibility for the kennel operations of the Animal Shelter and the full range of supervisory functions over Animal Care Division staff.

**Supervision Exercised:** Assists in supervising and providing technical direction and oversight to assigned staff and volunteers.

**Examples of Important and Essential Duties:** According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Assists in scheduling, assigning, training and monitoring the work of assigned staff and volunteers; oversees the daily operation of the facilities in the absence of the Animal Care Supervisor.
2. Ensures the safe and humane handling and kenneling of all animals and the identification of shelter animals with appropriate tags or bands before kenneling; handles and kennels animals and oversees the work of staff and volunteers performing these functions.
3. Ensures provision of food, water and proper care for all shelter animals by adhering to schedules and protocols within departmental policy; performs these tasks as needed.
4. Ensures that all kennels, wards, cages, equipment, runs and other areas of the facility are cleaned and disinfected with appropriate cleaning agents in order to maintain a healthy, clean, safe and sanitary facility for shelter animals and the public; performs cleaning tasks as needed.
5. Under the direct and indirect supervision of the Shelter Veterinarian, provides and oversees treatment, vaccination and FLV/Felv testing of shelter animals by adhering to schedules and protocols within departmental policy.
6. Inspects and monitors all animals, including those that may be isolated or quarantined, for signs of illness or unusual behavior; recommends appropriate action and reports significant problems to the Veterinary Medical services staff or the Animal Care Supervisor.
7. Performs limited temperament testing, evaluation, selection and disposition of animals for euthanasia in accordance with established laws, departmental policy and procedures; schedules euthanasia of shelter animals; performs the euthanasia of animals by injecting selected animals with controlled substances in accordance with established laws and departmental policy.
8. Assists in the screening and selection of animals to be made available for adoption; schedules spay/neuter surgeries; arranges for breed rescue and foster families for appropriate animals; serves as day-to-day contact for transfer of selected animals to SPCA.
9. Monitors and ensures availability of animal care supplies, food, office supplies and equipment, including performing related inventory, ordering and stocking functions.
10. Maintains accurate and legible case files and records for each animal in the shelter; uses a computer to input, update and access information regarding shelter animals and to produce written documents.
11. Provides information and assists members of the public who are relinquishing animals or in search of lost or adoptable pets; discusses and educates public on adoptions of domestic animals.
12. Performs related duties as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

**Knowledge of:** methods for the safe, effective and humane handling and restraint of a variety of animals, including animals which may be ill, injured, quarantined, aggressive or difficult to control and wild animals such as snakes, skunks, pigeons and raccoons; physical and behavioral characteristics of different species and breeds of animals; occupational hazards and safety precautions for working with impounded animals; safe and effective procedures for industrial cleaning and sanitation of kennels and other areas; animal first aid techniques and symptoms of animal diseases common to domestic animals and wildlife; techniques of administering vaccinations and euthanasia by injection.

**Ability to:** learn laws and regulations governing the licensing, quarantining, impounding, care and disposal of animals; assign, monitor and train assigned personnel in the safe and humane care of impounded animals and cleaning of kennel facilities; effectively prioritize multiple tasks for self and others; identify and recommend solutions to problems which develop in kennel facilities; deal courteously and effectively with co-workers, staff and members of the general public from a variety of cultural and socioeconomic backgrounds, including individuals who may be angry, hostile or distraught; maintain effective, cooperative and professional working relationships; speak clearly and effectively in order to give instructions and communicate work-related information; listen and elicit information; prepare clear and effective written instructions, memos and other documents; accurately document information in case records and files; learn the use of the department's computer to access, input and retrieve work-related information; bend, stoop, stretch, and crawl in the performance of assigned duties; lift and carry objects and equipment weighing up to 75 pounds.

**EXPERIENCE AND TRAINING GUIDELINES:**

One year (2000 hours) experience as an animal care attendant or animal care technician in an animal shelter;

**OR**

Two years (4000 hours) of hands-on experience in the care, feeding and/or handling of animals in a facility that cares for and houses animals (e.g. veterinary hospital, boarding or pet day care facility, or pet store), working principally with dogs and cats;

**OR**

Thirty semester/forty-five quarter units of coursework in an animal husbandry, veterinary science or a related program at an accredited college or university AND one year of hands-on experience in the care, feeding and/or handling of animals in a facility that cares for and houses animals (e.g. animal shelter, veterinary hospital, boarding or pet day care facility, or pet store), working principally with dogs and cats.

**Special requirements:** Successful completion of state-mandated euthanasia training and certification within one year of hire.

**Other requirements:** Working conditions require exposure to strong and/or unpleasant odors, including those from animal excrement, cleaning agents and chemical compounds, and frequent exposure to noise.

**Effective Date:** 1/24/01

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

FEB 22 2001

**JOB CODE TITLE: FIELD SERVICES ASSISTANT SUPERVISOR**

**JOB CODE: 3378**  
**Business Unit: COMMN**

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**Definition:** Under direction of the Animal Control Supervisor, assists in supervising staff, overseeing field operations and ensuring compliance with city and state laws governing the humane care, restraint, licensing, vaccination and impoundment of animals.

**Distinguishing Features:** This classification is distinguished from Class 3373 Animal Control Supervisor in that the latter has overall responsibility for the field operations of the Animal Care and Control Department and the full range of supervisory functions over Field Services Division staff.

**Supervision Exercised:** Assists in supervising and providing technical direction and oversight to assigned staff.

**Examples of Important and Essential Duties:**

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Assists in training, assigning, scheduling and monitoring the work of assigned staff; oversees daily animal control activities in the absence of the Animal Control Supervisor; monitors attendance and maintains daily time roll; prepares payroll with the assistance of the Supervisor.
2. Ensures that radio equipment is effective and functional and that vehicles and equipment are maintained in a safe, healthful and sanitary condition; oversees the orderliness of the squad room, garage and vehicles.
3. Monitors and ensures the availability of office supplies, field supplies and equipment, including related inventory and stocking functions.
4. Conducts routine patrols throughout the city, humanely confining dogs at large and other stray animals and transporting them to the shelter for impoundment; maintains close contact with the shelter and other field staff via radio according to FCC regulations.
5. Responds to requests for emergency rescue services involving injured, sick or stray animals in distress; when necessary, administers first aid and transports sick or injured animals for emergency treatment; observes animals for signs of illness or unusual behavior and reports problems to Animal Care Division and/or Veterinary Medical Services staff; picks up dead animals; may euthanize animals as required.
6. Responds to complaints about the care, treatment and control of animals and other problem situations, including those which involve hostile, irate or distressed members of the public, in a tactful, professional and effective manner; mediates animal issues between neighbors; educates members of the public about laws and regulations on animal care and control.
7. Investigates allegations of animal abuse and neglect; takes immediate action if necessary; gathers evidence and information for further investigation as indicated; documents information; consults with supervisors and/or management staff regarding cases of a complex or unusual nature; works with local law enforcement agencies for the prosecution of responsible parties and resolution of animal-related issues; may provide testimony on investigations and findings.
8. Issues warnings and citations and/or takes appropriate action when violations of animal care and control laws are observed.
9. Responds to inquiries, complaints and requests for information from members of the public; provides information on laws and regulations governing the treatment, licensing, care and control of animals; participates in outreach services; educates the public about animal issues and responsible pet ownership and promotes a humane and caring attitude towards animals; provides written information as requested. May represent the Animal Control Supervisor in community meetings, as well as vicious and dangerous dog hearings.

10. Produces and maintains accurate and legible case files, work records and forms, and reports, including accounts of investigative findings and other information; uses a computer to access, input and retrieve work-related information, maintain case files and records, and produce written reports.
11. On a rotating basis answers the telephone and performs radio dispatch duties.
12. Performs related duties as assigned.

**Job Related and Essential Qualifications:**

**Knowledge of:** methods for safe, effective and humane handling, restraint, control and confinement of animals, including those that are sick, injured, aggressive and/or difficult to control and wild animals such as snakes, skunks, pigeons and raccoons; occupational hazards and safety precautions related to working with animals; physical and behavioral characteristics of various species and breeds of animals; symptoms of diseases common to domestic animals and wildlife; animal first aid techniques; techniques of administering vaccinations and euthanasia by injection; laws and regulations related to the humane care, control, licensing, impounding and disposal of animals; law enforcement techniques and the provisions of law relating to due process, search and seizure, and the gathering, documentation and presentation of evidence.

**Ability to:** assign, schedule, monitor and train assigned staff in the performance of animal control activities; effectively prioritize multiple tasks for self and others; work efficiently under pressure; assess situations and make appropriate decisions based upon a variety of relevant factors; take necessary action based on interpretation of rules and policies; react quickly and effectively in emergency situations; deal courteously and effectively with co-workers, staff, representatives of other departments and agencies, and members of the general public from a variety of cultural and socioeconomic backgrounds, including individuals who may be angry, hostile or distraught and/or in violation of the law; remain calm and impartial in frustrating and/or confrontational situations; establish and maintain effective, cooperative and professional working relationships; speak clearly and effectively in order to give instructions and communicate work-related information to individuals and groups in a manner that is appropriate to the audience; listen and elicit information in order to resolve problems and/or conduct investigations; investigate allegations of animal abuse and neglect, gather information and document findings; use a computer system to access, input and retrieve work-related information, maintain case files and records, and produce written reports; use radio equipment in conformance with FCC regulations regarding law enforcement agencies; drive a motor vehicle; bend, stoop, stretch, crawl and run short distances; work in narrow, confined or elevated spaces; lift, carry and restrain moving animals, objects and equipment weighting up to 50 lbs.

**Experience and Training Guidelines:** Two years experience equivalent to Class 3372 Animal Control Officer.

**Licensure:** Possession of a valid driver license and a good driving record

**Special Requirements:** Successful completion of the Penal Code 832 course and successful completion of state-mandated euthanasia training and certification within one year of hire.

**Effective Date:**

1/24/01

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

CLASS TITLE: FARMER

CODE: 3402

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs various agricultural duties in the operation of a farm; and performs related duties as required.

Requires responsibility for: the performance of duties according to instructions; efficient utilization of land, equipment and farm supplies. Nature of work requires considerable physical effort and manual dexterity with frequent exposure to somewhat disagreeable elements and working conditions.

EXAMPLES OF DUTIES:

1. Plows, discs and otherwise cultivates and prepares soil using tractors and other mechanical equipment; plants various vegetable crops; irrigates, hoes, waters and harvests crops.
2. Prunes trees, maintains and makes minor repairs to fences and buildings, controls weeds and rodents by chemical means, cares for and maintains tools and equipment.
3. Supervises and performs the cleaning of poultry houses, the feeding and care of poultry and the gathering of eggs.
4. Operates, maintains and supervises mobile farm equipment; demonstrates proper work methods to jail inmates assigned to the jail farm.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of eight years of elementary school, supplemented by at least one year of experience in the performance of general farm duties; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a good working knowledge of: the general principles and practices used in the planting and growing of crops; raising livestock and poultry; general farm equipment operation and maintenance.

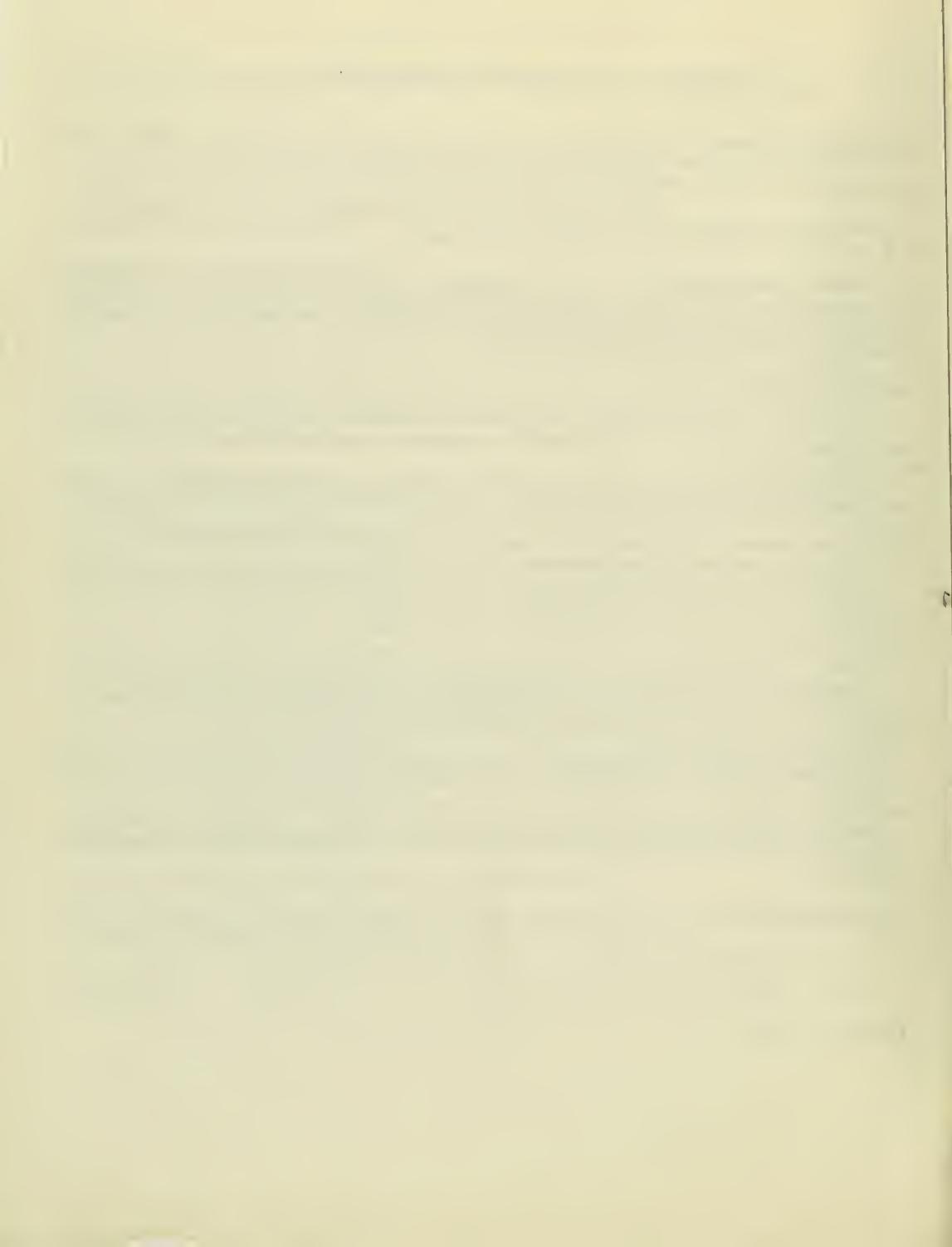
Requires ability and skill in the application of modern principles and practices utilized in general farming and in the care and use of pertinent tools, equipment and facilities.

PROMOTIVE LINES:

To: Jail Farm Supervisor

From: Original Entrance Examination

AMENDED: 7/9/64



CLASS TITLE: JAIL FARM SUPERVISOR

CODE: 3404

CHARACTERISTICS OF THE CLASS:

Under direction, supervises and performs varied agricultural activities at the county jail farm; and performs related duties as required.

Requires responsibility for: performing and supervising farm activities according to established policy methods and techniques used in farm operations; supervising the maintenance and custody of farm equipment; the efficient utilization of land, supplies and equipment in obtaining a maximum yield of farm produce; the preparation and submission of reports on farm activities; making constant contact with jail inmates assigned to farm duties. Nature of work requires considerable physical effort and manual dexterity with frequent exposure to somewhat disagreeable elements and working conditions.

EXAMPLES OF DUTIES:

1. Plans and supervises all farm activities at the county jail; supervises, instructs and demonstrates work methods to jail inmates assigned to farm work; inspects completed work; supervises and assigns duties to farmers.

2. Supervises and performs various duties in the cultivation, seeding, planting, irrigation and harvesting of farm produce; supervises the care and feeding of all poultry and livestock; supervises the operation and maintenance of farm implements and equipment.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school, supplemented by at least three years experience in the performance of general farming duties, of which at least one year shall have been in a supervisory capacity, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive working knowledge of: general farming practice, including soil preparation, planting, irrigation and harvesting of farm crops; care and feeding of poultry and livestock; use and care of modern farm machinery and equipment.

Requires ability and skill to: plan the work and assign duties to subordinates and inmates engaged in diversified agricultural activities; supervise and inspect their work; keep routine records and report on farm operations.

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Farmer



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: LAND USE AIDE

CODE: 3406

CHARACTERISTICS OF THE CLASS:

Under general supervision, assists in the management of land under the jurisdiction of the Agricultural and Land Division, San Francisco Water Department; performs field inspections to ensure proper use of land; and performs related duties as required.

Requires responsibility for: Coordinating and executing existing policies and procedures pertaining to the lease, permit, or other contractual agreements for the use of Water Department land; ensuring that such agreements do not conflict with Water Department use; making regular contacts with tenants, potential lessees or permittees and various governmental agencies for the purpose of furnishing or obtaining information relative to the use of Water Department land.

EXAMPLES OF DUTIES:

1. Inspects land under leasehold and permit to ensure compliance with contract provisions.
2. Contacts various local public officials to coordinate the use of land by lessees or permittees to conform to zoning regulations and master plans of local jurisdictions.
3. Submits pertinent data and information obtained from County Assessors' and Recorders' offices to be used for appraisal purposes; prepares various departmental forms and keeps records of all activities of positions.
4. Submits suggested fees and rentals to be charged for Water Department land based on data and information relating to land values of surrounding areas.
5. Reviews applications for land use permits and leases; conducts preliminary negotiations with prospective users of Water Department land; submits proposals to Land Division Manager for approval.
6. Collects delinquent rents and fees; ascertains that required insurance policies are maintained in full force.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree, preferably including or supplemented by courses in appraisal and land management. Requires at least two years of experience in the processing and handling of leases, permits and similar documents; or an equivalent combination of training and experience.

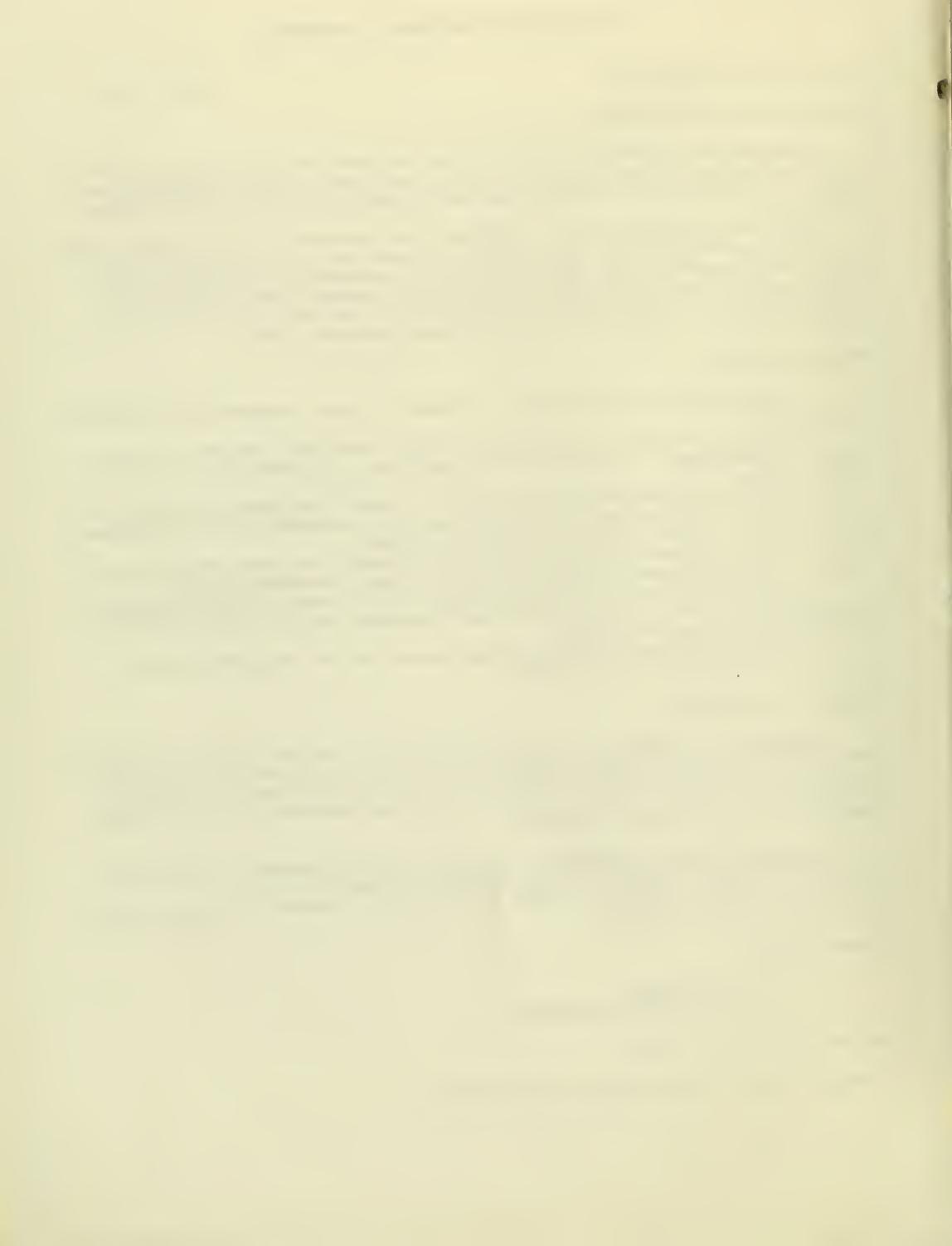
Knowledge, Abilities and Skills: Requires a working knowledge of real estate appraisal, property management and the handling of easement problems. Requires ability and skill to deal effectively with tenants, the general public and City and County officials.

PROMOTIVE LINES:

To : To be determined  
From: Original entrance examination

Retitled & Amended: 5/20/74

(Abolishes class 3406 Agricultural Land Use Aide)



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT GARDENER

CODE: 3410

CHARACTERISTICS OF THE CLASS:

Under supervision, performs routine manual maintenance tasks in the care of parks, squares, playgrounds and landscaped areas around buildings; and performs related duties as required.

Requires responsibility for following oral or written instructions and established methods and procedures. Nature of the work requires continuing physical effort in the performance of outside duties during rainy or otherwise inclement weather, involving occasional exposure to somewhat disagreeable working conditions.

EXAMPLES OF DUTIES:

1. Waters lawns, planted areas and playfields, manually or by means of automatic sprinklers; uses hand or power mower to cut lawns; fertilizes lawns, shrubs and flower beds.

2. Performs routine and limited trimming and pruning of shrubs and hedges by use of hand or power shears; gathers and disposes of cuttings.

3. Under close supervision, sprays vegetation for insect control; plants and transplants shrubs or small plants; traps or destroys rodents; assists in the sodding and resodding of lawns or play areas.

4. Picks up litter; sweeps and otherwise cleans play areas, paths or roadways; burns trash; assists in the loading of debris on clean-up truck.

5. Rakes and weeds lawns; weeds and cultivates planted areas; cleans restrooms or other auxiliary buildings on a playground or a park; makes minor repairs to buildings, drains and fences.

6. Sharpens, cleans and otherwise maintains tools and equipment, and performs general maintenance duties.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of eight years of elementary school, supplemented by at least one year of experience in the care and maintenance of landscaped areas or general grounds; or an equivalent combination of training and experience.

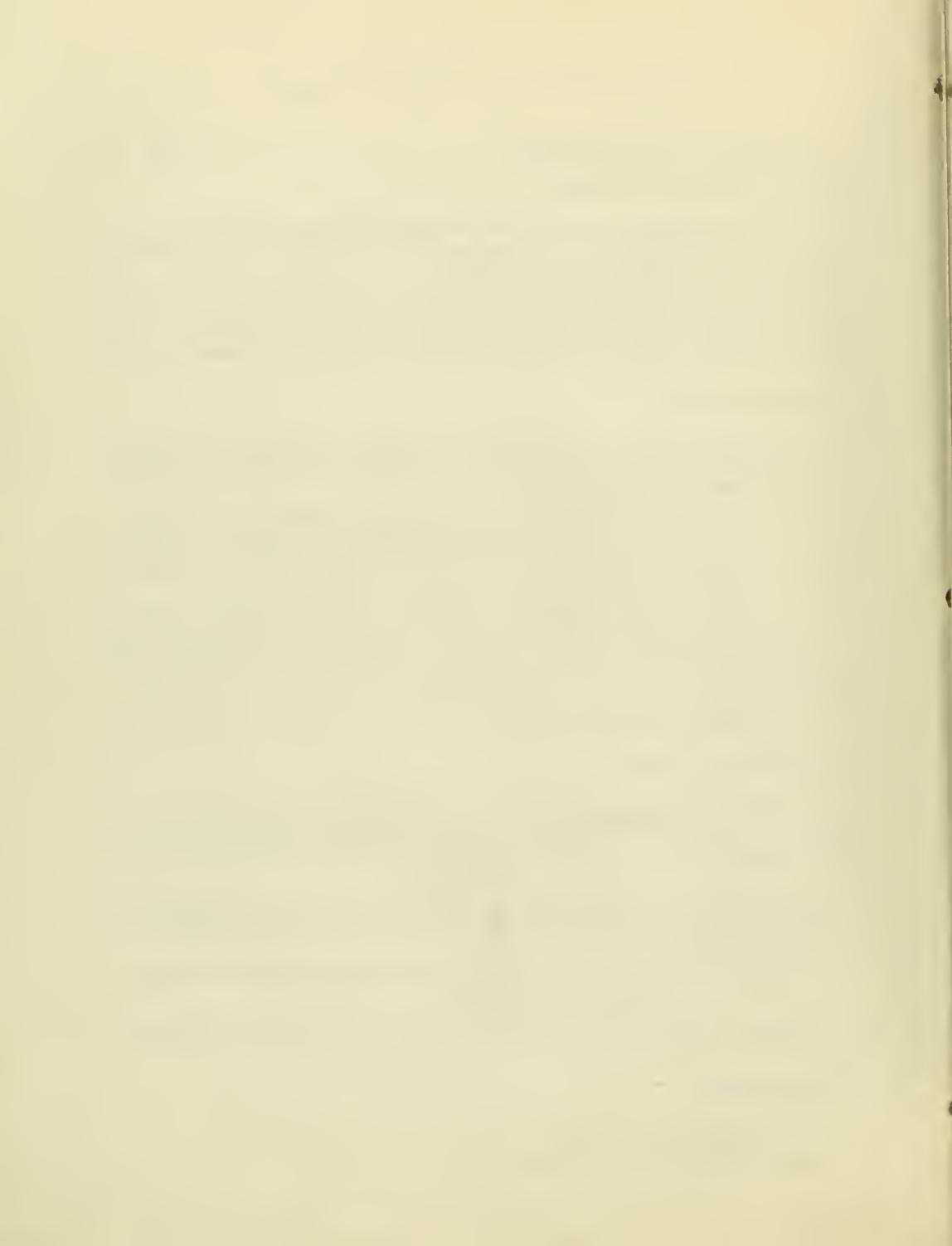
Knowledge, Abilities and Skills: Requires a good working knowledge of general grounds maintenance and plant care and the use of the required tools and equipment.

Requires ability to follow oral or written instructions and cooperate with others in the performance of duties.

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: Gardener  
Groundskeeper, Sports  
From: Original Entrance Examination



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: GARDENER

CODE: 3416

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs skilled ornamental horticultural work in the starting and care of a wide variety of flowers, the care and maintenance of shrubs and trees in outdoor areas, or assists in plant propagation activities in a nursery; plants and cares for landscaped areas; maintains existing plots and other planted areas; rides and operates power lawn mower in connection with the maintenance of large lawns; performs routine servicing of mowers; and performs related duties as required.

Requires responsibility for: following instructions and established methods and procedures, with some latitude for independent judgment and action; the care of nursery stock and ornamental plants, shrubs and trees of value. Nature of duties may require considerable physical effort in performing various outdoor activities with occasional exposure to rain and other inclement weather conditions and somewhat disagreeable elements.

EXAMPLES OF DUTIES:

1. Sterilizes and mixes soils; transplants seedlings; cultivates fields and flower beds; pots and repots plants; stakes and sprays plants; weeds flower beds and containers; balls plants and shrubs; fertilizes plants; plants and transplants nursery stock.

2. Maintains ornamental gardens; cares for trees, plants, shrubs and lawns; performs specialized duties in connection with the care of special plant exhibits.

3. Sprays for diseases and insect control; makes repairs to damaged trees and shrubs; resods and otherwise repairs lawns or playing areas.

4. May mow and trim lawns; prune a wide variety of trees, plants and shrubs, and trim hedges with hand and power driven equipment; may water lawns and planted areas with hoses or automatic sprinklers; may plant trees, shrubs and ground cover; trap rodents; weed lawns and planted areas.

5. Loads and drives light trucks in making deliveries of nursery stock; makes simple emergency repairs to nursery buildings or greenhouses; sweeps and cleans nursery or conservatory; makes wooden frames for plant beds; inspects and makes minor repairs to sprinkler, mower equipment, and hoses; sharpens, cleans, lubricates and otherwise services tools and equipment.

6. May operate a commercial type power lawn mower in cutting large ornamental lawns and athletic fields.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school, supplemented by two years of experience in gardening and landscaping maintenance work; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good knowledge of: common trees, shrubs, plants and plant culture, including plant identification, and the implements and equipment used in general ornamental horticulture maintenance plant propagation; fertilizers; pruning; soils.

Requires ability and skill to follow oral and written instructions and co-operate with others in the performance of similar duties.

License: Requires possession of valid state motor vehicle operator's license.

CLASS TITLE: GARDENER (Continued)

CODE: 3416

PROMOTIVE LINES:

To: Gardener Sub-Foreman  
From: Assistant Gardener  
Original entrance examination

AMENDED: 7/23/64

CLASS TITLE: POWER MOWER OPERATOR

CODE: 3417

CHARACTERISTICS OF THE CLASS:

Under general supervision, rides and operates power lawn mower in connection with the maintenance of large lawns; performs routine servicing of mowers; performs skilled duties in the maintenance and propagation of plants and trees; and performs related duties as required.

Requires responsibility for carrying out routine instructions and established procedures. Nature of work requires some physical effort and occasional exposure to unpleasant working conditions.

EXAMPLES OF DUTIES:

1. Operates a commercial type power lawn mower in cutting large ornamental lawns and athletic fields.
2. Maintains mower and other equipment by oiling, greasing, sharpening, adjusting and replacing worn parts.
3. When so assigned, may perform skilled horticultural work in the propagation of nursery stock and the pruning of trees and shrubs.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school supplemented by three years of experience in general horticultural maintenance.

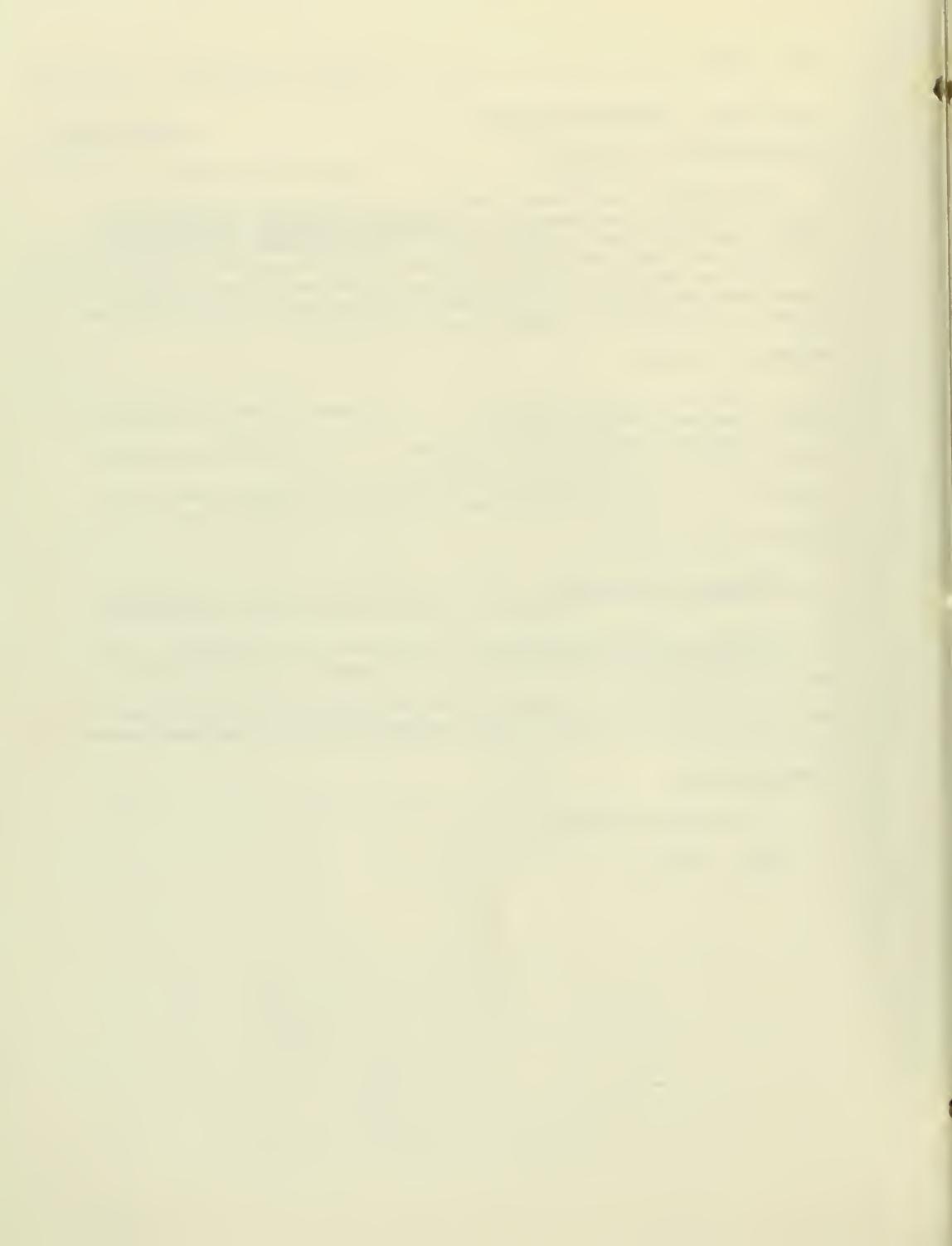
Knowledge, Abilities and Skills: Requires a good knowledge of: the operation, maintenance and use of power lawn mowers; general gardening and nursery practices.

Requires ability to: understand and follow instructions; perform work requiring physical effort and occasional exposure to unpleasant working conditions.

PROMOTIVE LINES:

To: Gardener Sub-Foreman

From: Gardener



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: GARDENER ASSISTANT SUPERVISOR

CODE: 3418

CHARACTERISTICS OF THE CLASS:

Under general supervision, supervises and participates in the performance of skilled horticultural maintenance operations; and performs related duties as required.

Requires responsibility for: Carrying out and assigning work according to definite instructions or well established procedures; preventing losses or damage of landscaped or planted areas; the efficient use, custody and care of materials and implements; keeping simple records and making required reports. Nature of work requires considerable physical effort in performing outdoor work with occasional exposure to rain or other inclement weather conditions and somewhat disagreeable elements.

EXAMPLES OF DUTIES:

1. Supervises horticultural work in connection with the landscaping and maintenance of parks, squares, playgrounds and landscaped areas around buildings, including gardeners and caretakers performing various tasks in connection with these activities.
2. Performs the duties of a gardener involving knowledge of the propagation of plants; starts new cuttings; plants sets for bedding; cares for plants in greenhouse and nursery.
3. Mixes various spraying solutions, insecticides and fungicides according to formulas for varying conditions and services to control diseases and insect pests on plants, trees and shrubs.
4. Supervises and participates in the pruning of shrubs, trimming of trees and planting of shrubs and trees about the premises.
5. May perform other miscellaneous gardening and caretaking duties as required.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least three years of experience as a gardener, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough working knowledge of horticulture, trees, shrubs, plants, plant culture and plant identification, and of the use, care and maintenance of related implements and equipment.

Requires ability and skill to interpret policies and explain methods and procedures to co-workers and direct and inspect their work.

License: Requires possession of valid state vehicle operator's license.

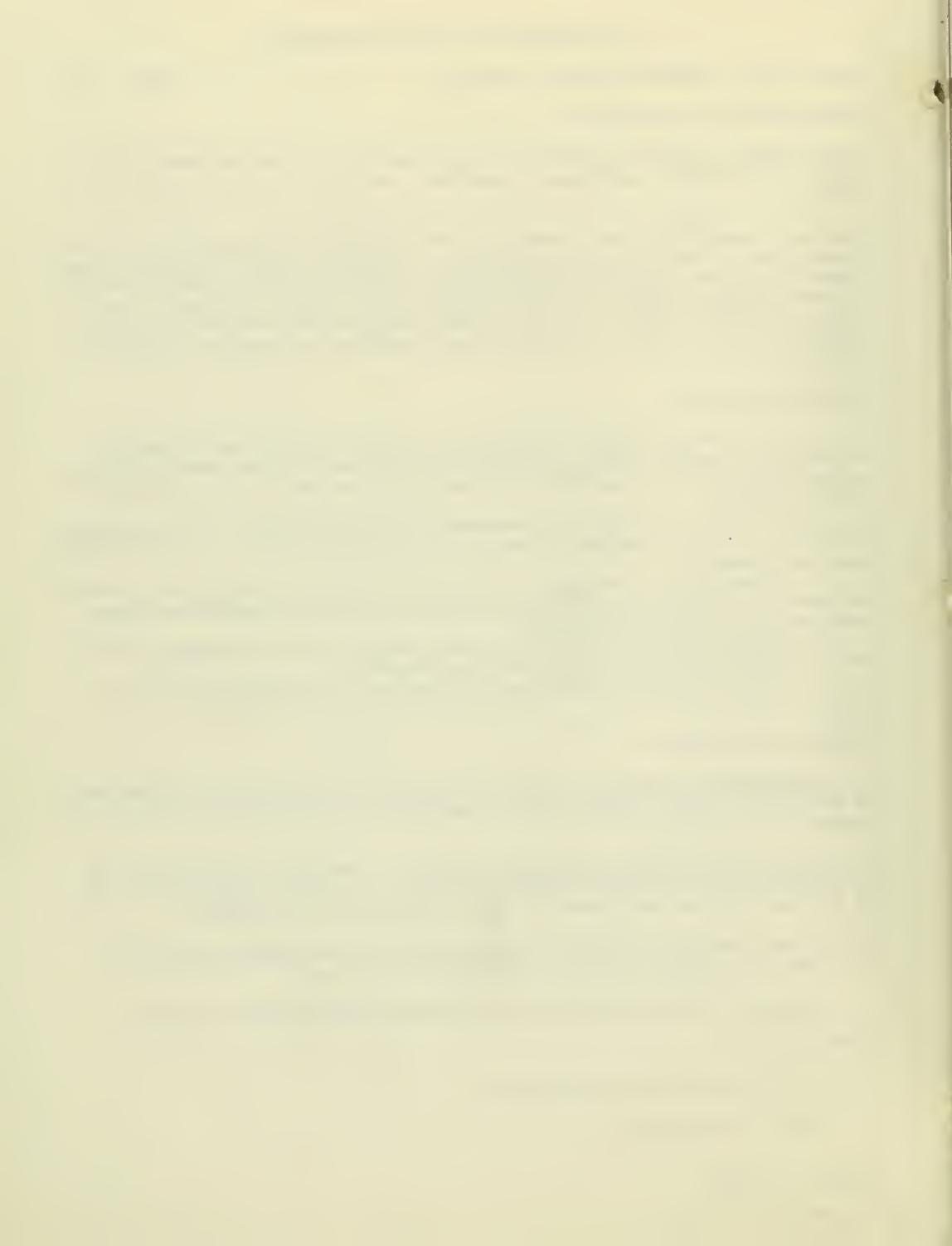
PROMOTIVE LINES:

To : 3422 Park Section Supervisor

From: 3416 Gardener

ADOPTED: 7/13/61

Retitled: 7/1/77



CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

DOCUMENTS DEPT

OCT 22 1999

3419 MUNICIPAL STADIUMS GROUNDSKEEPER

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**DEFINITION:** Under direction, performs a variety of skilled tasks in connection with the maintenance of athletic fields and stadium grounds; performs specialized and exacting duties in marking and otherwise preparing the field for professional and amateur football, baseball, soccer, rugby, field hockey, Gaelic football, field events for track and other sports; and performs related duties as required.

**DISTINGUISHING FEATURES:** Incumbents in Class 3419 Municipal Stadium Groundskeeper serve as first level working supervisors, exercising work direction over Class 3417 Gardeners and others involved in the maintenance of athletic fields and stadium grounds. It is distinguished from Class 3418 by its focus on the maintenance of athletic fields and stadium grounds.

**SUPERVISION EXERCISED:** Supervises gardeners and others involved in the maintenance of athletic fields and stadium grounds; exercises oversight of vendors conducting business at the fields during games; may oversee the work of laborers, truck drivers and operating engineers in performing field installations.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:** According to Civil Service Commission Rule 9, the duties specified below are representative of the duties assigned to this class and are not intended to be an inclusive list.

1. Measures and marks football fields to professional standards; pads and erects goal posts in appropriate position; places flags and other field markers prior to each game; sets up player benches and communication head sets before games; issues sideline chairs and markers to game officials.
2. Measures and marks fields for baseball; sets bases and home plate in proper alignment and constructs pitcher's mound using proper dimensions.
3. Measures and marks fields for other sporting events such as soccer, rugby, Gaelic football and field events for track such as shot-put and discuss throw.
4. Mows, fertilizes, waters edges, sods, aerates, top-dresses and performs related turf maintenance duties on athletic fields; grades fields, which may require use of a transit.
5. Supervises gardeners and others in the performance of turf management, preparation of fields for sports events and installation or removal of field covers during inclement weather; provides oversight of vendors conducting business at the fields during games; as needed, may oversee the work of laborers, truck drivers and operating engineers in performing field installations.
6. Communicates with the public, news media, team representatives and league officials regarding the use and condition of the fields.
7. Performs related duties as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

**Knowledge of:** general horticultural maintenance practice, particularly as applied to turf management, including the proper use of fertilizer and seed; rules of professional and amateur sports such as football, baseball, soccer, rugby, Gaelic football and various track and field events, particularly as applied to layout of sports fields. Some positions require specialized knowledge of maintenance of sand based fields.

**Skill to:** plan, assign, coordinate, train, evaluate and monitor the work of employees engaged in turf management and related activities; use a transit to properly grade a field; operate various types of vehicles, including automobiles, light trucks, triplex mowers, Cushman's, sod cutters, top dressers, and diamond rakes.

**Ability to:** communicate work-related information effectively, both orally and in writing; establish and maintain effective and harmonious working relationships; interact courteously and effectively with employees, managers, the media, team representatives, professional league representatives and members of the general public; correctly lift large containers of plants, hoses, power tools, ladders, bags of debris, fertilizer and other pieces of equipment to truck bed level; exert sustained physical effort, including kneeling, bending and squatting.

**EXPERIENCE AND TRAINING GUIDELINES:**

1. Four years of verifiable experience in the care and maintenance of landscaped areas, including two years experience applying modern turf management techniques to athletic fields and/or golf courses.
2. Possession of a valid driver's license.

**SPECIAL REQUIREMENTS:**

Nature of work requires sustained physical effort involving occasional heavy work with some exposure to adverse weather conditions, potential accident hazards and other disagreeable elements. Duties may require working overtime shifts, including weekends and holidays.

**Effective date:** January 12, 1961.

**Amended date:** October 15, 1999

Reason for amendment: to accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this class.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

CLASS TITLE: GARDENER FOREMAN

CODE: 3420

CHARACTERISTICS OF THE CLASS:

Under direction, supervises the work of gardener sub-foremen, gardeners, and others engaged in the maintenance of grounds, recreational facilities or other landscaped and planted areas; supervises plant propagation; and performs related duties as required.

Requires responsibility for: carrying out and enforcing existing procedures and methods of operation; exercise of independent judgment in the assignment, supervision and instruction of subordinates and the inspection of their work; making some public contact and preparing records of activities and required reports. Nature of outdoor work requires considerable physical effort and occasional exposure to rain and seasonal elements and some disagreeable working conditions.

EXAMPLES OF DUTIES:

1. Supervises the work of gardeners and others in the maintenance and care of grounds and other planted and landscaped areas; instructs subordinates in methods to be used and frequently inspects their work; supervises plant propagation activities.

2. Supervises irrigation, spraying, weeding, cleanup work, sodding, pruning, mowing and other routine horticultural maintenance operations.

3. Supervises weeding, transplanting, potting and planting of nursery stock; selects stock and fills orders for plants; may perform or supervise minor repairs to buildings, greenhouses or equipment.

4. Requisitions supplies; keeps records of activities and makes required reports.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school, supplemented by at least five years of increasingly responsible experience as a gardener; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good knowledge of: gardening practice, particularly as applied to the maintenance of parks and planted and improved propagation and growing grounds and the nursery stock; the organization and operation of the various city departments with respect to gardening and landscaping activities therein.

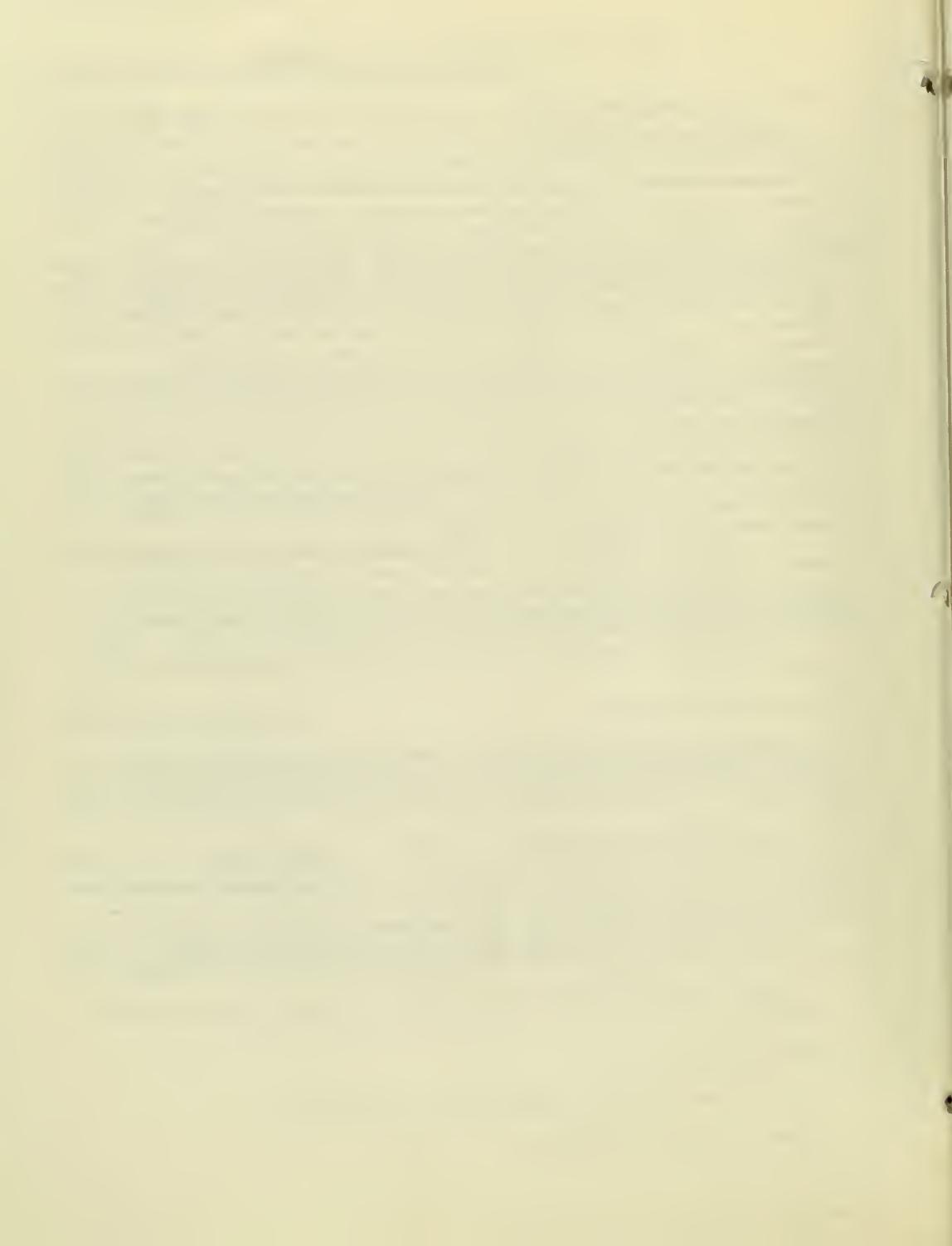
Requires the ability to: direct, supervise and inspect the work of others; maintain satisfactory employee cooperation and relationships.

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: Area Supervisor, Parks, Squares and Facilities.

From: Gardener Sub-Foreman



SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: HEAD GREENS KEEPER

CODE: 3421

CHARACTERISTICS OF THE CLASS:

Under direction: Performs a variety of skilled tasks in the relocation and alteration of greens, fairways, traps, tees and related features of public golf courses; exercises work direction over subordinates engaged in aerating, verti-cutting and maintenance of greens; and performs related duties as required.

Requires responsibility for: Carrying out and assigning work according to general instructions or procedures relating to lay out and care of golf courses; the efficient use, custody and care of materials and implements; keeping records and making required reports. Nature of work requires personal contact with sports officials, participants and others regarding condition, repair and maintenance of golf courses and considerable physical effort in performing out door work with occasional exposure to inclement weather and somewhat disagreeable elements.

EXAMPLES OF DUTIES:

1. Supervises and participates in preparing soil for fairway turf; relocates and alters fairways, tees, greens and traps; relocates temporary greens and tees.
2. Supervises and participates in the grading, location and planting of trees and shrubbery and spreading and leveling of top soil in connection with the lay out and alteration of golf courses.
3. Supervises and participates in the repairing, weeding, fertilizing, spiking, specialized rolling and cutting of golf course greens.
4. Mixes various spraying solutions, insecticides, pesticides and fungicides according to formulas for varying conditions and services to control diseases and insect pests on plants, trees and shrubs.
5. Operates, cleans and makes minor repairs to mowing machines and other gardening tools and equipment.
6. Gives advice to tournament officials, participants and others regarding golf course repair, maintenance and improvements.
7. Inspects golf courses to insure proper maintenance, prevention and control of diseases.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school supplemented by at least four years of increasingly responsible general landscaping experience, including at least one year in golf course maintenance and repair; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good knowledge of landscaping and horticulture, particularly as applied to the maintenance and repair of golf courses, including grass seeding, sodding, top soil application, irrigation and all phases of upkeep and care; care and maintenance of related implements and equipment, including special equipment for verti-cutting greens; thorough knowledge of and skill in the care of golf courses, greens, fairways, tees and related structures and equipment.

Requires ability and skill to interpret policies and explain methods and procedures to co-workers and direct and inspect their work.

License: Requires possession of a valid State Vehicle Operator's License.

PROMOTIVE LINES:

To : 3420 Gardener Foreman  
3422 Park Section Supervisor

From: 3418 Gardener Sub-Foreman



SAN FRANCISCO CIVIL SERVICE COMMISSION

(AMENDED AND CONSOLIDATES CLASS  
3420 GARDENER FOREMAN HEREIN)

CLASS TITLE: PARK SECTION SUPERVISOR

CODE: 3422

CHARACTERISTICS OF THE CLASS

Under direction, supervises the care and maintenance of grounds, recreational and park facilities, and other assigned landscaped and planted areas; supervises planting, potting, transplanting and propagation of trees, shrubs and other nursery stock; and performs related duties as required.

Requires responsibility for: Carrying out and enforcing existing procedures and methods of operation; exercise of independent judgment in the assignment, supervision and instruction of subordinates and the inspection of their work; making some public contact and preparing records and activities and required reports. Nature of outdoor work requires considerable physical effort and occasional exposure to rain and seasonal elements and some disagreeable working conditions.

EXAMPLES OF DUTIES:

1. Supervises the work of gardeners and others in the maintenance and care of parks, other planted and landscaped areas or recreational areas; instructs subordinates in methods to be used and frequently inspects their work; supervises plant propagation activities.
2. Supervises irrigation, spraying, weeding, cleanup work, sodding, pruning, mowing and other routine horticultural maintenance operations.
3. Supervises weeding, transplanting, potting and planting of nursery stock; selects stock and fills orders for plants; may perform or supervise minor repairs to buildings, greenhouses or equipment.
4. Requisitions supplies; keeps records of activities and makes required reports.
5. Supervises assigned heavy equipment operators in the construction and reconstruction of landscaped areas.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school, supplemented by at least five years of increasingly responsible experience as a gardener; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good knowledge of: Gardening practice, particularly as applied to the maintenance of parks and planted areas, the improvement of growing grounds and the propagation of nursery stock; and operations of the various city departments with respect to gardening and landscaping activities therein.

Requires the ability to: Direct, supervise and inspect the work of others; maintain satisfactory employee cooperation and relationships.

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To : 3464 Area Supervisor, Parks, Squares and Facilities

From: 3418 Gardener Sub-Foreman

Adopted: 7/11/62

Amended: 7/20/70



**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**JOB CODE TITLE: PEST CONTROL SPECIALIST**

**JOB CODE: 3424**  
**Business Unit: COMMN**

**Definition:**

Under general supervision, inspects trees, shrubs, grass, rights of way (roads, flood control channels, transportation corridors, lots, landscaping and easements, etc.), bodies of water and structures for evidence of various pests and related damage, and takes appropriate steps to resolve problems.

**Distinguishing Features:**

The 3424 Pest Control Specialist manages pests using biological, cultural, mechanical, physical and chemical controls with emphasis on the least toxic approach. The 3424 Pest Control Specialist is distinguished from Class 3417 Gardener in that the latter performs skilled and semi-skilled and manual labor work related to the maintenance of turf areas, lawns, shrubs, trees and other plants.

**Supervision Exercised:** Supervises or provides technical direction and oversight to gardening staff and other department employees.

**Examples of Important and Essential Duties:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Surveys and inspects trees, shrubs, grass, rights of way and other vegetation, aquatics and structures for evidence of disease or presence of harmful pests by using visual aids, field observations and history records.
2. Monitors pest ecosystems to evaluate the presence of pest species, natural pest predators, and conditions that may contribute to pest problems.
3. Assists and provides expertise in the development of integrated pest management program strategy.
4. Utilizes traps, chemical and non-chemical methods to manage pests.
5. Maintains detailed IPM records.
6. Provides expertise, assistance and training to staff, structural contract service providers and the public about pest biology, the IPM approach, new pest management strategies, and toxicology of pesticides for use.
7. Mixes, applies and monitors various recommended chemicals, fertilizers, compounds and baits to be used for treatment, elimination or control of specific conditions found.
8. Supervises or provides technical direction and oversight to gardening staff and other departmental employees.
9. Implements pest control measures in accordance with the City's Integrated Pest Management Program (Chapter 39 of the San Francisco Administrative Code).
10. Provides written recommendations for treatment, elimination or control of specific conditions found.
11. May operate and maintain specialized equipment such as sprayers of various types, small boat to spray lakes for algae and weed control, and/or large capacity truck sprayer for surface areas.
12. May direct the work of a driver in the operation of a spray truck.
13. Requisitions and evaluates needed supplies and keeps records of chemicals used and recommendations for spray control operations;
14. Performs other duties as required.

**DOCUMENTS DEPT.**

**MAR 21 2000**

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**Job Related and Essential Qualifications:**

**Knowledge of:** the practice of managing pests using biological, cultural, mechanical, physical and chemical controls with emphasis on the least toxic approach; proper usage, application and dilutions of chemical pesticides used in the control of invertebrates/vertebrates, pathogens, vegetation management and aquatic pest control; the use and care of various equipment peculiar to pest management techniques; hazards, precautions, use, handling and storage of pesticides, including safety procedures during operation of various equipment.

**Ability to:** manage effectively the work of subordinates and/or provide guidance to city staff, contractors, tenants, and the general public using pest control methods; provide training where needed to maintain an acute awareness of safety hazards and maintain a safe working environment; communicate in writing with city staff, private structural contractors, government agencies and the general public; record and report activities and maintain records, usage and recommendations using general computer skills; effectively communicate with city staff, private contractors, government agencies and the general public to facilitate the effectiveness of daily pest control operations.

**Experience and Training Guidelines:**

1. Possession of a California Commercial Applicator Certificate (QAC/QAL) which includes one or more of the following categories: Residential, Industrial and Institutional; Landscape Maintenance; Rights-of-way; Forest; Aquatic; and Wood Preservation; **AND**
2. Possession of a California Agricultural Pest Control Adviser license (PCA) which includes one or more of the following categories: Plant Insects, Mites and other Invertebrates; Vertebrate Pests; Weed Control; and Plant Growth Regulators; **AND**
3. One (1) year of verifiable experience working as a professional gardener, nursery worker or a professional pest control provider; **AND**
4. Possession of a valid class C or III driver license to be presented at the time of the examination.

**Effective Date:** 1/12/61

**Amended Date:** 3/6/00

**Reason for Amendment:**

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

JAN - 9 2001

SAN FRANCISCO  
PUBLIC LIBRARYCITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**JOB CODE TITLE: FORESTER****JOB CODE: 3426**  
Business Unit: COMMN**Definition:**

Under general direction, incumbents in this class direct and supervise natural resource management activities for city-administered lands. The essential duties assigned to this class include: preparing, developing and implementing natural resource management plans; coordinating forestry, arboriculture and/or watershed management projects; advising government officials, boards, commissions, management and the public on forestry, arboriculture and/or watershed issues; maintaining and supervising the preparation of records, databases, reports and contractual agreements; preparing and administering grants; preparing and monitoring programs and program objectives; conducting workshops, informational and educational tours; performing studies and implementing plans; supervising staff, assigning work and inspecting forestry management activities; scheduling plots for tree planting and removals; conducting training for staff; developing, conducting and monitoring work safety programs; and preparing requests for personnel, supplies and equipment.

**Distinguishing Features:** This classification is distinguished by its professional specialization in forestry practices including responsibility for planning tree removals, site preparation and tree replacements citywide. It differs from classes in the Tree Topper and Gardener series in that the latter physically perform the tree removals, ground maintenance and planting work in accordance with reforestation program objectives.

**Supervision Exercised:** Supervise, assign work and inspect forestry management activities.

**Examples of Important and Essential Duties:**

1. Direct and supervise natural resource management activities for city-administered lands including tree planting, removal and assessments, pest management, vegetation maintenance and wildlife.
2. Prepare, develop and implement natural resource management plans, including coordinating site preparation, landscape, species selection, planting and removal, road replacement, replacement upgrades and standardized maintenance practices, and planning for surplus wood and material utilization.
3. Schedule plots for tree planting and removals.
4. Provide advice to government officials, boards, commissions, management and the public on forestry, arboriculture practices and/or watershed issues; mediate forestry activities in local neighborhoods.
5. Supervise, assign work and inspect forestry management activities. Patrols watershed and right-of-way for encroachments.
6. Coordinate forestry, arboriculture and/or watershed management projects with City departments and other public and private agencies.
7. Prepare and monitor programs and program objectives including budget estimates; establishes and secures funding sources.
8. Prepare requests for personnel, supplies, and equipment.
9. Conduct in-services forestry/arboriculture training for field staff, including surveying techniques, silvicultural techniques, environmental considerations, and tree/landscape maintenance.
10. Develop, conduct and monitor work safety programs for field staff.
11. Perform studies and implement plans on resource protection and enhancement, including erosion control. Evaluate activities and projects for environmental and ecological compliance.
12. Conduct resource related workshops for in-house labor and volunteers.
13. Conduct informational and educational tours, lectures and meetings on forestry/arboriculture management practices and policies to school groups and the general public.

14. Maintain and supervise the preparation of records, databases, reports and contractual agreements. Ensures procurement of permits issued by regulatory agencies.
15. Prepare and administer grants and provides direction to community groups and agencies in preparation of grants for the enhancement of City-owned lands.
16. Perform other duties as assigned.

**Job Related and Essential Qualifications:**

**Knowledge of:** principles of forest management as applied to the reforestation and vegetation management of urban park lands; and the related tools, materials and equipment use to perform such work.

**Ability to:** plan, supervise and inspect the work of subordinate personnel engaged in tree planting and removal work over a wide area; deal tactfully and effectively with the public and promote good public relations; maintain operating records and prepare related reports.

**Training and Experience Guidelines:**

**Training and Experience:** Requires possession of a baccalaureate degree from an accredited college or university with major course work in natural resource management, forestry, agroforestry; **AND** two (2) years of verifiable professional-level experience in natural resource management or forestry/aboriculture. Experience in gardening (ornamental horticulture), turf maintenance, nursery work, landscape architecture, landscape gardening, and landscape contracting will NOT be considered qualifying experience; **AND** at least one (1) year of supervisory-level experience in natural resource management or forestry/aboriculture

**Substitution:** Additional qualifying experience may substitute for two years of the required education but may not substitute the required supervisory experience.

**Notes:** Eligibles appointed to some positions may be required to be deputized. Eligibles must meet deputation requirements. Eligibles appointed to the Department of Public Works and Department of Recreation and Parks must possess or be able to obtain within a year from time of appointment a valid Arborist Certificate issued by the International Society of Arboriculture.

**License:** Possession of a current class C or III driver license to be presented at the time of the appointment.

ADOPTED: 1-9-84

AMENDED & RETITLED: 12/11/00

**Reason for Amendment:** To reflect more accurately a title that better describes both the setting in which incumbents in this class work, as well as the duties, knowledge, skills and abilities defined in the most recent job analysis for this class.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: NURSERY SPECIALIST

CODE: 3428

CHARACTERISTICS OF THE CLASS:

Under direction, supervises and participates in the performance of a wide variety of plant propagation activities involving the control of environment factors in a nursery, greenhouse or a conservatory; and performs related duties as required.

Requires responsibility for: the execution of policy and procedures as interpreted by the chief nurseryman; the care and maintenance of plant collections and horticultural exhibits of considerable value; keeping detailed and accurate records of plant propagation and identification; making frequent contacts with visitors and the general public.

EXAMPLES OF DUTIES:

1. Supervises a number of subordinates and participates in the performance of a variety of nursery activities; makes and sets cuttings; makes grafts; sows seed, transplants seedlings or rooted cuttings to pots or flats; gathers seed; lays out beds for field crops; pots and repots plants.

2. Sterilizes and mixes soils to be used in plant propagation activities; prepares and applies fungicides and insecticides to be used in the nursery; applies fertilizers to crops when needed; prunes and stakes nursery stock.

3. Makes necessary adjustments regarding ventilation, temperature, humidity and other environmental factors affecting plant materials; supervises the irrigation and cultivation of all crops.

4. Prepares floral displays and fills orders for greenhouse stock; takes inventory of stock, maintains accurate and detailed records of plant propagation activities; inspects nurseries and greenhouses for proper repair, and may make minor repairs as needed.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school, supplemented by courses in ornamental horticulture, and at least two years of experience as a gardener, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires thorough working knowledge of plant and ornamental horticulture, the principles of floricultural display; soil mixtures and fertilizers for specialized plants and the effects of environment on plant life.

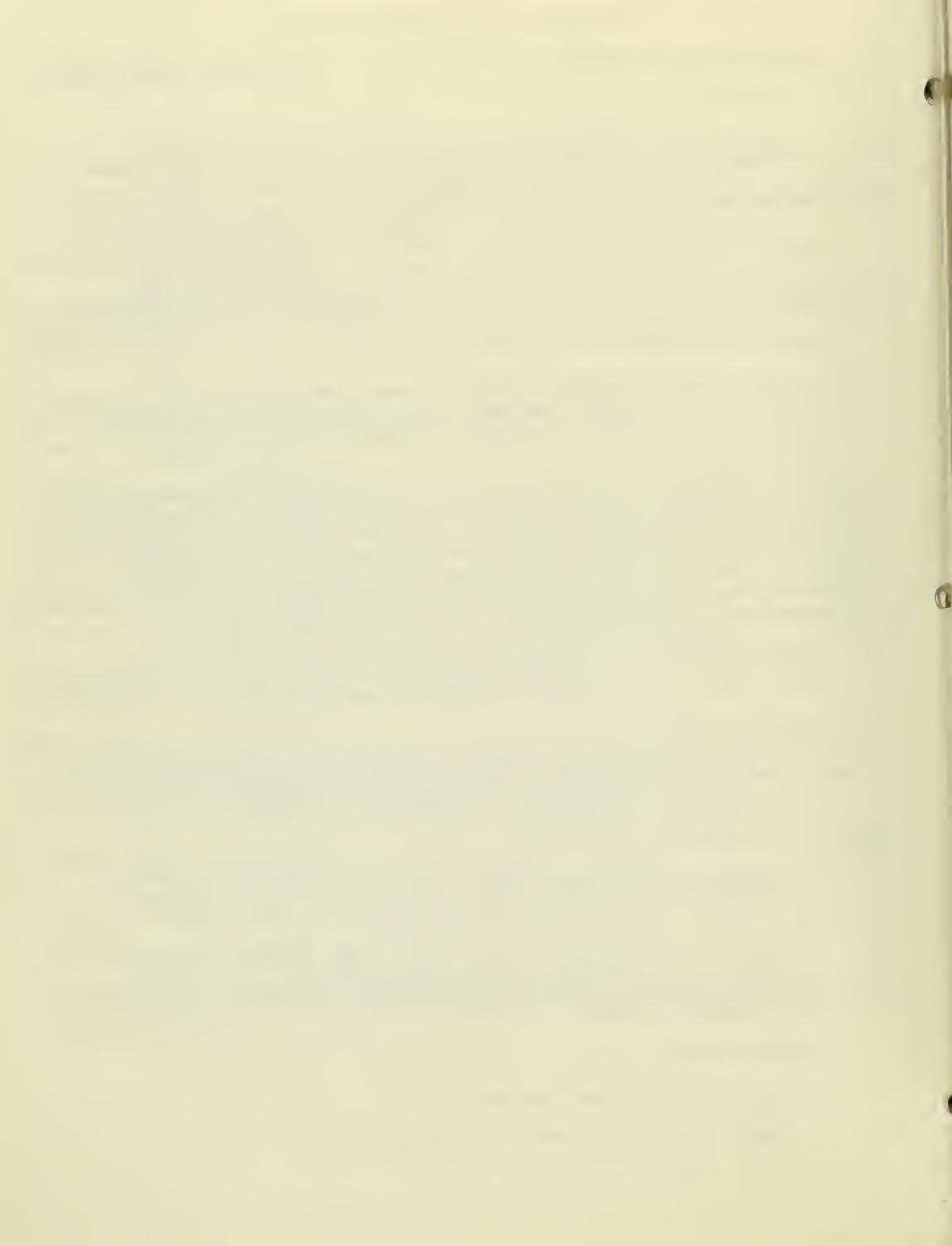
Requires ability and skill to: plan, inspect and direct the work of auxiliary employees; effectively execute a program of plant propagation and display; make effective presentations of conservatory activities before interested groups.

PROMOTIVE LINES:

To: 3430 Chief Nursery Specialist

From: 3418 Gardener Assistant Supervisor

Retitled: 7/1/77



CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

CLASS TITLE: CHIEF NURSERY SPECIALIST

APR 18 2001

SAN FRANCISCO  
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JOB CODE: 3430  
Business Unit: COMMN

**DEFINITION:**

Under general direction, plans and directs the operations of a large conservatory and/or one or two nurseries; supervises either directly or through subordinates, various horticultural activities including the propagation of nursery stock and the creation and maintenance of horticultural displays; oversees maintenance of buildings and grounds; and has contact with the public, professionals in the field and hobby plant societies.

**DISTINGUISHING FEATURES:**

This code is distinguished from 3428 Nursery Specialist by its responsibility for a discrete unit and as a second level supervisor; whereas code 3428 acts as a first line supervisor over a group of employees performing a variety of nursery activities.

**SUPERVISION EXERCISED:**

Second-level supervisor over multiple teams of subordinate staff.

**EXAMPLES OF DUTIES:**

*According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.*

1. Directs the activities of nursery specialists, gardeners and volunteers engaged in propagation and cultivation of horticultural plants and in the preparation of floral displays.
2. Determines the species and quantities of plants to be propagated and cultivated.
3. Plans and directs the installation of floral and other decorative horticultural arrangements.
4. Makes determinations as to temperature, soil mixtures and other factors important to the propagation and cultivation of various plants.
5. At nursery, uses discretion and consults with superiors and other departmental personnel in order to coordinate efforts and anticipate demand for various types of nursery stock.
6. Responds to questions of the public and staff members concerning plant care and propagation.
7. Prepares and submits budget requests for supplies and equipment.
8. Inspects buildings, greenhouses and other property for damage; requests and directs repair work.
9. Plans and times exhibits of seasonal flowering and foliage plants; conducts tours through exhibit rooms and growing houses.
10. Arranges for exchange of plant material with other nurseries and botanical gardens.

11. Maintains and supervises the maintenance of records of plant culture and other operations.
12. Implements an integrated pest management program (IPM) to reduce pesticide usage.
13. At the Conservatory, plans, develops and curates documented collections of tropical and subtropical plants in support of the facility's educational mission.
14. Conducts tours for the general public, amateur and professional organizations, and elementary, secondary school and college programs in support of the Department's mission.
15. Performs related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

**Knowledge of:** the techniques, materials, and equipment used in propagation, cultivation and installation of horticultural displays, particularly as applied to the operations of a municipal park department.

**Ability to:** plan and direct the operations of a year round horticultural program; effectively communicate orally with the public and horticultural groups in matters relating to the facility; effectively communicate in writing with superiors, subordinates and the public to develop, support, and explain facility programs; maintain records of facility's activities; perform with skill and imagination in the design and layout of horticultural displays and special exhibits.

**Experience and Training Guidelines:**

1. Two years experience in the propagation and culture of plants in a greenhouse or nursery environment; **AND**
2. Two years experience supervising, managing, or teaching in a related field.

**Substitution:**

- A. Successful completion of coursework at a recognized college or university in ornamental horticulture, agriculture, plant sciences, or a related field may substitute for **one** of the required years of non-supervisory experience (30 semester units/45 quarter units equals one year of experience).
- B. Completion of coursework at an accredited college or university in supervision, management or related field may substitute for **one** of the required years of supervisory experience (30 semester units/45 quarter units equals one year of experience).

**Essential duties require the following physical skills and work environment:** may require occasionally working in inclement weather and lifting floral exhibits and/or moving plants of moderate weight.

**Effective Date:** 7/1/77

**Amended Date:** 4/2/01

**Reason for Amendment:** Updated to be in conformance with the latest examination announcement and job analysis.

SAN FRANCISCO CIVIL SERVICE COMMISSION

(AMENDED)

CLASS TITLE: ASSISTANT DIRECTOR, ARBORETUM

CODE: 3432

CHARACTERISTICS OF THE CLASS:

Under general direction, performs a wide variety of duties in connection with the procurement, care, identification and propagation of plant accessions at Strybing Arboretum; acts as a working supervisor in all matters relating to technical horticultural operations of greater than average difficulty; may act for the director in his absence; and performs related duties as required.

Requires responsibility for carrying out, interpreting and enforcing existing policy and methods relating to management of the arboretum and its assigned staff and to the accession of all plant materials received at the arboretum; maintaining records on all plant accessions and plant performances; making frequent contacts with horticultural professionals and with the public.

EXAMPLES OF DUTIES:

1. Coordinates all cultural operations connected with plant accessions to include: Cultivation, planting, transplanting, spraying, dusting, fumigation, pruning, pollination, irrigation, weed control, storage and distribution; receives, cultivates and directs the propagation and culture of new plants; supervises the collection and dispatch of plant materials to other arborets.

2. Assists in the planning of arboretum projects and in the allocation of funds, personnel, and space to those projects; instructs, assists, and supervises employees; plans and supervises the work of students assigned to the arboretum for short-term projects; supervises the scheduling of events in the Hall of Flowers complex.

3. Researches data for all labeling and/or tagging of plants, shrubs, and trees throughout the arboretum; maintains layout plans showing the locations of all specimens; records and files data on all accessions by number, source, scientific and common names, and location; maintains performance records of all plants in the arboretum.

4. Researches horticultural, botanical and related literature with reference to plant specimens in the arboretum as well as those sought by the arboretum; provides plant identification information to other institutions and to the public.

5. Coordinates and participates in the arboretum's training and educational programs; secures instructors and guest speakers as required; plans, designs and prepares arboretum-sponsored exhibits; receives and escorts visiting horticultural professionals on tours of the arboretum.

6. Assists in the design of special instructional, experimental, and exhibit areas within the jurisdiction of the arboretum; coordinates planting sites throughout the arboretum with guidebooks, maps and pamphlets.

7. Makes regular, periodic inspections of buildings, paths, and structures within the arboretum and initiates action to effect necessary maintenance and/or repair; reviews and approves requisitions for supplies and equipment for the arboretum.

8. Subject to the concurrence of the Director, writes articles on horticultural, botanical and related subject matter; drafts pamphlets as required; corresponds with other professionals and responds to queries from the public; provides professional advice and assistance to members of the Strybing Arboretum Society, garden clubs and other groups engaged in arboretum projects; attends professional meetings as directed; acts in the name of the Director in the latter's absence.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires a baccalaureate degree in horticulture, botany, or closely allied field and at least five years of experience in progressively responsible positions in an arboretum, botanical garden or large nursery, two years of which must have been in a supervisory capacity.

CLASS TITLE: ASSISTANT DIRECTOR, ARBORETUM

CODE: 3432

MINIMUM QUALIFICATIONS: (cont'd)

Knowledge, Abilities and Skills: Requires a thorough knowledge of plant nomenclature, propagation techniques, labeling and the maintenance of pertinent plant records.

Requires ability to : Plan, supervise and evaluate the work of fully qualified experienced gardeners and nurserymen; identify and care for a wide variety of domestic and exotic plant specimens; maintain effective working relationships with professionals and with those garden-oriented groups affiliated with the arboretum.

License: Requires a valide California motor vehicle operators license

PROMOTIVE LINES:

To : 3130 Arboretum Director (exempt position)

From: Original entrance examination  
3430 Chief Nurseryman  
3464 Area Supervisor, Parks, Squeares and Facilities

Amended: 2/23/72; 11/2/73

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: TREE TOPPER

CODE: 3434

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs duties involving the maintenance and removal of trees and other vegetation; and performs related duties as required.

Requires responsibility for carrying for trees according to instructions issued by the foreman or other supervisor. Nature of work involves accident and injury hazards and public safety factors, requiring considerable physical effort and manual dexterity with frequent exposure to arduous and disagreeable working conditions.

EXAMPLES OF DUTIES:

1. Climbs trees and removes dead, diseased or otherwise damaged or unwanted limbs or tree tops; prunes, falls and cuts up trees; piles trimmings for pick up and disposal.

2. Performs various types of rigging in connection with this work; operates chain and hand saws, aerial ladder truck and other equipment.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of eight years of elementary school, supplemented by at least one year of experience in trimming and caring for shade trees, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires working knowledge of the methods, materials and equipment used in trimming and caring for trees.

Requires ability and skill to do the necessary roping and rigging connected with this work.

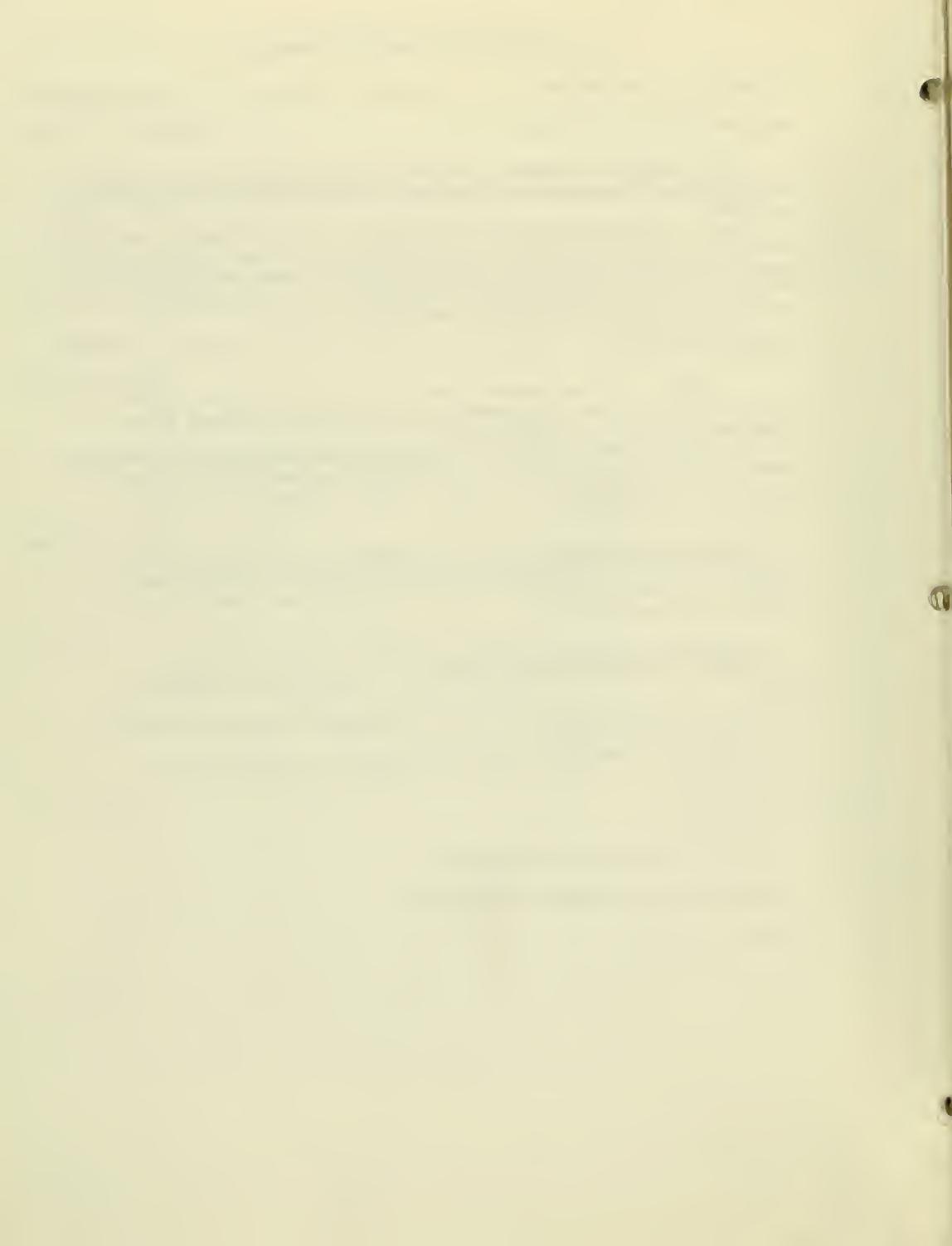
Requires some mechanical aptitude in the use of power saws and other equipment.

PROMOTIVE LINES:

To: 3436 Tree Topper Supervisor I

From: Original entrance examination

Retitled: 7/1/77



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: TREE TOPPER SUPERVISOR I

CODE: 3436

CHARACTERISTICS OF THE CLASS:

Under direction, is responsible for the assignment and supervision of a crew of tree topplers engaged in pruning and felling trees and limbs; and performs related duties as required.

Requires responsibility for scheduling work and directing methods and procedures used in topping and trimming trees and other vegetation, involving hazards to employees or public safety. Nature of duties involves occasional participation in tree topping work requiring considerable physical effort and manual dexterity with exposure to accident and injury hazards and disagreeable elements and working conditions.

EXAMPLES OF DUTIES:

1. Supervises and directs a crew of tree topplers in the pruning and removal of trees and limbs; exercises judgment in appraising condition of trees, especially with regard to public safety; supervises the use of rigging and other equipment.
2. Drives and operates an aerial boom truck and supervises subordinates in its use; repairs and maintains equipment such as rigging and power saws.
3. May occasionally perform the duties of a tree toppler; requisitions supplies and equipment as needed; keeps records of activities and makes required reports.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of eight years of elementary school, supplemented by at least three years of experience in the performance of duties of a tree toppler; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough working knowledge of: the methods, materials and equipment used in trimming and caring for trees.

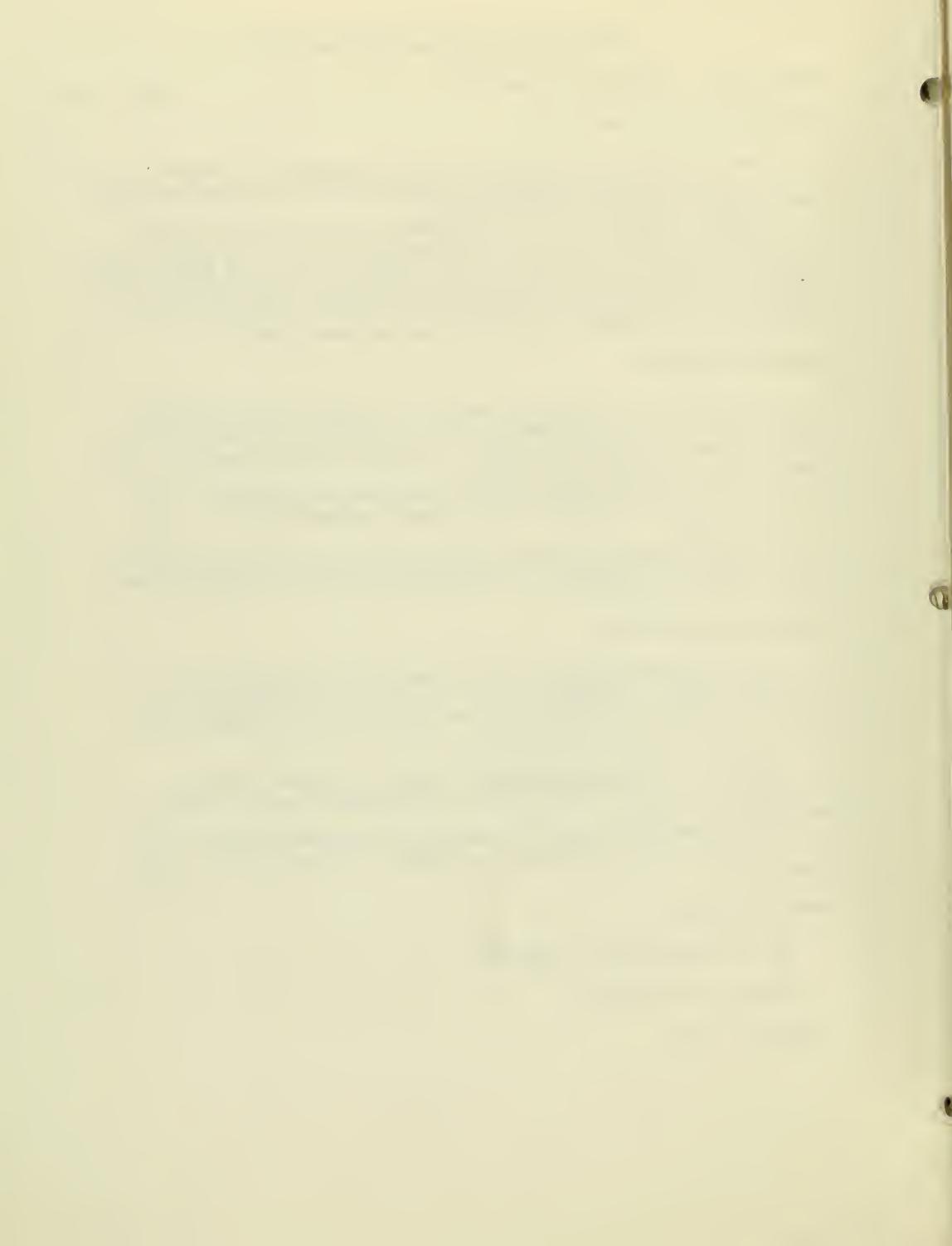
Requires ability and skill to perform the necessary rigging used in this work; supervise subordinates engaged in hazardous tree topping operations.

PROMOTIVE LINES:

To: No normal lines of promotion

From: 3434 Tree Topper

Retitled: 7/1/77



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: TREE TOPPER SUPERVISOR II

CODE: 3438

CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for a large scale tree maintenance and removal program; plans, assigns and supervises the activities of a large group of subordinate personnel engaged in such work; and performs related duties as required.

DISTINGUISHING FEATURES:

This is the second supervisory level in the Tree Topper series. Employees in this class direct crews of tree topplers, each supervised by a Tree Topper Supervisor I, in pruning and felling trees. This class is distinguished from the next lower level of Tree Topper Supervisor I by its responsibility for directing all field operations of a large tree pruning and removal division.

EXAMPLES OF DUTIES:

1. Supervises, assigns and instructs, through subordinate supervisory personnel, crews of treetoppers and grounds people engaged in the pruning and removal of trees and limbs; inspects completed work for conformance with instructions and existing procedures.

2. Organizes and sets priorities for tree work through work orders generated from departmental work orders, assessment data, and by agreement with other City departments.

3. Administers training and safety programs for the tree division; monitors equipment used to insure it is properly operated and maintained.

4. Prepares and administers tree division budget; keeps records of work performed, scheduled and completed.

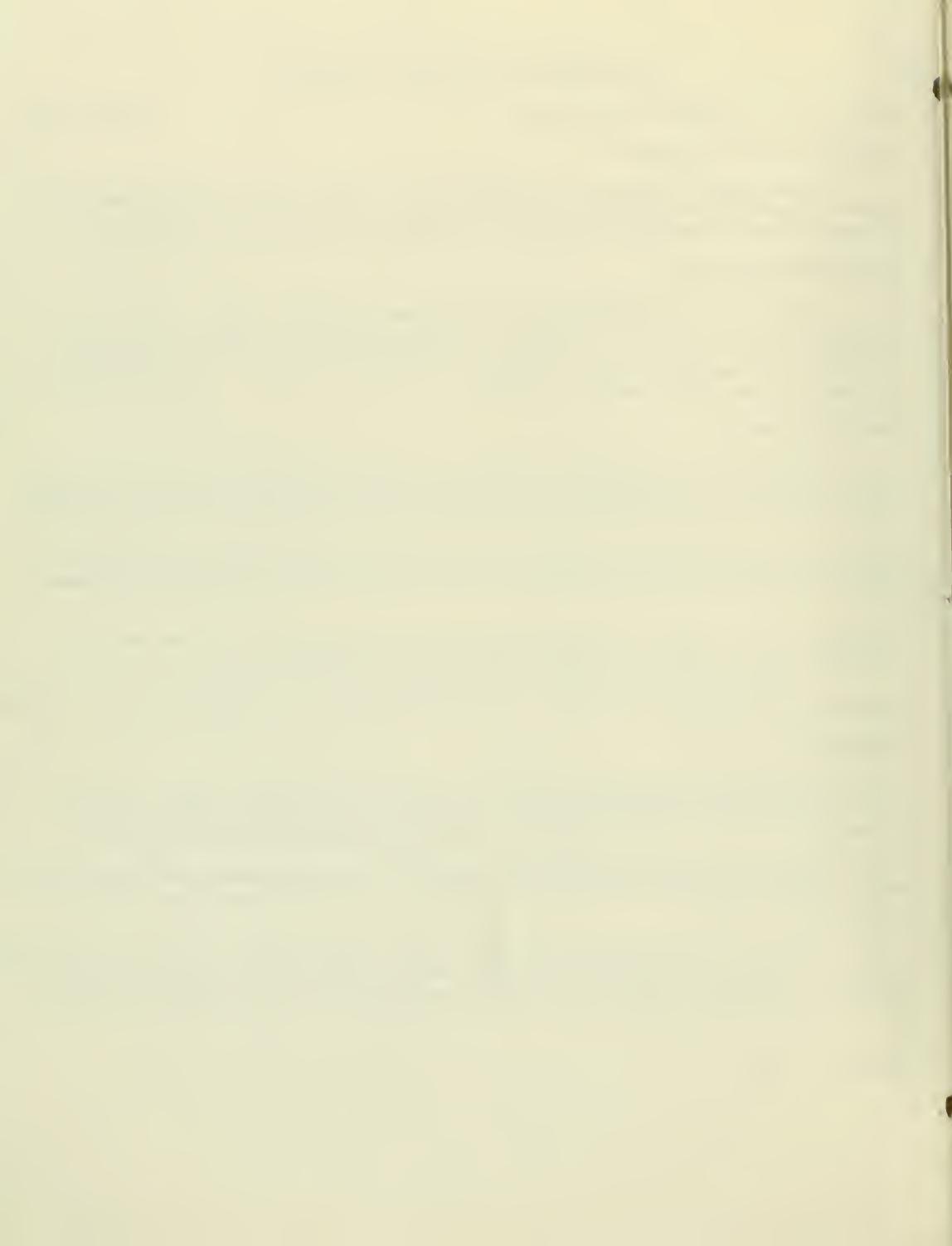
MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school and at least five years of experience in the performance of duties of a tree topper including two years of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of: the practices and principles of arboriculture; the methods, materials and equipment used in trimming and caring for trees.

Requires ability and skill to: plan, supervise and inspect the work of subordinates engaged in technical tree pruning operations over a wide area; deal tactfully and effectively with management, subordinates and the general public; maintain operating records and prepare related reports.

ADOPTED: 1-9-84



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

CLASS TITLE: LANDSCAPING AND STREET PLANTING SUPERVISOR

CODE: 3440

CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for the supervision of the planting, maintenance and care of all landscaped and planted streets and boulevards, and the planted areas around San Francisco General Hospital, Laguna Honda Hospital, Hassler Health Home, and the sewage treatment plants; and performs related duties as required.

Requires responsibility for: interpreting, carrying out and enforcing existing methods and procedures relative to street tree planting activities and assists in the development of new methods and procedures; making regular contacts with the general public, other departmental personnel and members of outside organizations in connection with street tree planting and maintenance programs; preparing detailed reports, proposals and recommendations in connection with care, maintenance and development of landscaped streets and boulevards.

EXAMPLES OF DUTIES:

1. Plans and lays out work programs for subordinate personnel and assures that all materials, equipment and supplies necessary to the care and maintenance of landscaped areas are available to the various crews.
2. Assures that all city-owned trees, shrubbery and landscaped areas of the city boulevards and streets are properly watered, pruned and planted according to instructions.
3. Advises applicants for street tree permits on rules and regulations governing such permits and recommends types of trees, shrubbery and plants that are best adapted to the particular location.
4. Selects shrubbery, trees and plants in connection with experimental programs relative to their growth, habits and suitability to various areas of the City.
5. Prepares budget estimates and work programs for the care, maintenance and planning of landscaped streets and boulevards.
6. Serves as secretary to the Street Tree Advisory Committee; prepares landscape plans and other recommendations in connection with street tree planting activities for consideration by the committee.
7. Co-ordinates committee recommendations and proposals with various other city departments involving the engineering, planting and contractual work relative to landscaping new streets and boulevards.
8. Investigates complaints, requests and calls concerning landscaped streets and boulevards to assure that such complaints are properly handled.
9. Serves as department representative before various civic and professional organizations relative to street tree planting and maintaining programs.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school, preferably supplemented by courses in horticulture or forestry, and six years of progressively responsible experience in the planting, care and maintenance of trees, shrubs, lawns and similar landscaped areas, including one year of supervisory experience; or an equivalent combination of training and experience.

CLASS TITLE: LANDSCAPING AND STREET PLANTING SUPERVISOR  
(Continued)

CODE: 3440

Knowledge, Abilities and Skills: Requires considerable knowledge of: landscaping and gardening methods and procedures, particularly as applied to the planting, care and maintenance of trees, shrubs, flowers and lawns; existing laws, codes and ordinances related to street tree planting and maintenance programs; the functions of the various committees and departments participating in street planting activities.

Requires considerable ability and skill to: plan, organize, assign and supervise the work of subordinate personnel; maintain records and reports on operational activities; deal effectively and courteously with the general public, other departmental personnel, and outside agencies and organizations; apply modern horticulture and forestry methods and procedures to practical field operations.

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: 3474 School Grounds Supervisor

From: 3420 Gardener Foreman  
3422 Park Section Supervisor

AMENDED: 5/6/65

CLASS TITLE: AGRICULTURAL INSPECTOR

CODE: 3450

CHARACTERISTICS OF THE CLASS:

Under general supervision, inspects and issues permits and certificates for shipment and sales of fruits, vegetables, nursery stock, seeds and other agricultural products; detects pests, insects, diseases and evidences of deterioration; enforces codes and laws pertaining to agriculture inspection in order to promote agricultural welfare; and performs related duties as required.

Requires responsibility for: interpreting, carrying out and enforcing existing policy and methods in the inspection of agricultural products; achieving minor economies in preventing spoilage of food; personal contacts with the general public, merchants and representatives of organizations involving difficult negotiations; keeping related records and reports. Nature of work requires some physical effort in lifting and opening crates and boxes with frequent exposures to minor abrasions, bruises and sprains.

EXAMPLES OF DUTIES:

1. Makes various inspections for enforcement of the minimum provisions of the state agricultural code; inspects eggs by candling and weighing to determine size, grade and wholesomeness; inspects fruits and vegetables for evidence of deterioration, decay and misrepresentation; inspects poultry, rabbits, geese and ducks for proper labeling and classifications; inspects honey for cleanliness, proper size containers and markings; issues tags and notices of instances of violations.
2. Makes plant quarantine inspections at post offices, railroad stations, truck depots, docks and nurseries for harmful insect and disease pests which may be entering the state in plants, fruits, vegetables and soil; certifies export shipments for requirements of country of destination.
3. Inspects bees and hives to assure registration and freedom of apiary diseases and insect pests.
4. Draws official samples and certifies seed; inspects for noxious weed seeds; makes pest control surveys for insects and diseases; places and services fly traps.
5. Issues standardized violation notices, disposal orders, stop sale orders and warnings, as necessary, in order to insure proper compliance with federal, state and local laws; compiles daily summary sheets of lots and packages inspected.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of two years of agricultural college, supplemented by at least two years of practical experience in plant quarantine, pest control and distribution or inspection of wholesale lots of fruits, nuts, honey, eggs, nursery stock, vegetables or other agriculture products; or an equivalent combination of training and experience.

CLASS TITLE: AGRICULTURAL INSPECTOR (Continued)

CODE: 3450

Knowledge, Abilities and Skills: Requires a good knowledge of: federal, state and local codes relating to agricultural inspection, including methods of control or eradication of rodents, pests, animals, and noxious weeds, methods of testing and controlling plant pests and diseases.

Requires ability to: interpret and explain agriculture laws and regulations; work effectively with merchants, farmers, wholesalers and the general public; keep records; follow written and oral instructions.

License: Requires possession of: a valid certificate of eligibility as an agricultural inspector in plant quarantine and/or fruit, nut, vegetable, egg and honey standardization and poultry and rabbit meat inspection as issued by the State Department of Agriculture; a valid State Motor Vehicle Operator's license.

PROMOTIVE LINES:

To: Senior Agricultural Inspector

From: Original entrance examination

(RETITLED FROM SENIOR AGRICULTURAL INSPECTOR)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DEPUTY AGRICULTURAL COMMISSIONER

CODE: 3452

CHARACTERISTICS OF THE CLASS:

Under direction, assists in planning, organizing and directing programs to promote agricultural welfare and enforce codes and laws pertaining to agricultural inspection; supervises work of agricultural inspectors; acts for the chief agricultural inspector in his absence; and performs related duties as required.

Requires considerable responsibility for: Developing, coordinating, organizing and executing policy and methods in the agriculture department; achieving minor economies in preventing law suits and delays in inspection of agricultural products; making continuing personal contacts with the general public, merchants and representatives of organizations involving difficult negotiations and interpretations; supervising and participating in the preparation, approval and maintenance of related records and reports.

EXAMPLES OF DUTIES:

1. Supervises inspectors and clerical personnel in the proper enforcement of provisions of the state agriculture code, state administrative code and other rules and regulations relating to the standardization of fruits, nuts, vegetables, eggs, honey and poultry; plant quarantine; seed and apiary inspections.

2. Supervises nursery inspections, insect and disease surveys and pest control programs; enforces pest control rules and regulations.

3. Submits contemplated court cases and hearings for approval; assembles evidence to support criminal prosecutions or actions; hears complaints regarding quarantine, condemnation and actions taken and determines the proper adjustment of such matters.

4. Supervises the studies of agricultural inspection and enforcement problems and related matters; determines the scope and nature of inspections, standardization and quarantine services required to meet changing conditions.

5. Supervises the preparation and maintenance of inspection, standardization, quarantine and other required records; supervises the preparation of periodic reports relating to official actions taken, the scope, nature and condition of agriculture and related matters; prepares special reports for various governmental agencies as required.

6. May attend local and state meetings and other conferences, as required, to represent the department to discuss enforcement problems and the coordination of activities.

7. Assists in the preparation of annual budget estimates showing justification for requested appropriations and staffing; administers the approved appropriations and controls expenditures.

8. Visits and supervises inspections in the field; reviews inspection reports for accuracy and completeness; issues permits for use of specific injurious materials and herbicides, as required.

CLASS TITLE: DEPUTY AGRICULTURAL COMMISSIONER

CODE: 3452

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of two years of agricultural college, supplemented by at least three years of experience in plant quarantine, pest control, grading, distributing or inspecting wholesale lots of fruits, nuts, honey, eggs, nursery stock vegetables or other agriculture products; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires general knowledge of: The organization and functions of the federal and state department of agriculture and their local offices; laws and regulations relating to plant quarantine; nursery and agricultural inspection, standardization requirements, control regulations and other applicable laws and ordinances.

Requires ability and skill to: Plan, organize and supervise the work of others; evaluate situations and make decisions; get along well with people; maintain good public relations.

License: Requires possession of: A valid certificate as a deputy agricultural commissioner issued by the state department of agriculture; a valid state motor vehicle operator's license.

AMENDED: 2/26/68

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: COUNTY AGRICULTURAL COMMISSIONER

CODE: 3454

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, plans, organizes and directs programs designed to promote agricultural welfare; enforces codes and laws pertaining to agriculture inspection; directs the work of agricultural inspectors and the operations of the farmer's market; and performs related duties as required.

Requires major responsibility for: developing, coordinating, organizing and executing policy and methods in the agriculture department; achieving economies and/or preventing losses and delays through prompt inspection of agricultural products; making considerable continuing personal contacts with the general public, merchants and representatives of organizations involving the more difficult negotiations and interpretations of policies; overall direction of the preparation, approval, review and maintenance of related records and reports.

EXAMPLES OF DUTIES:

1. Plans, organizes and directs staff members in the proper enforcement of provisions of the state agriculture code, state administrative code and other rules and regulations relating to the standardization of fruits, nuts, vegetables, eggs, honey and poultry; plant quarantine; seed and apiary inspections.

2. Plans, organizes and directs nursery inspections, insect and disease surveys and pest control programs; enforces pest control rules and regulations.

3. Reviews, approves or disapproves contemplated court cases and hearings; assembles evidence to support criminal prosecutions or actions; hears complaints regarding quarantine, condemnation and actions taken, and determines the proper adjustment of such matters.

4. Directs the studies of agricultural inspection and enforcement problems and related matters; determines the scope and nature of inspection, standardization and quarantine services required to meet changing conditions.

5. Directs the maintenance of inspection, standardization, quarantine and other required records; directs the maintenance of periodic reports relating to official actions taken, and the scope, nature and condition of agriculture and related matters; prepares special reports for various government agencies as required.

6. Attends local and state meetings and other conferences, as required, to represent the department in discussing enforcement problems and the coordination of activities.

7. Directs the preparation of annual budget estimates showing justification for requested appropriations and staffing; administers the approved appropriations and controls expenditures.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of two years of agricultural college, supplemented by at least six years of experience in plant quarantine, pest control, or selling, grading, distributing or inspecting wholesale lots of fruits, nuts, honey, eggs, nursery stock,

CLASS TITLE: COUNTY AGRICULTURAL COMMISSIONER  
(continued)

CODE: 3454

vegetables and other agriculture products, including two years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: the organization and functions of the federal and state department of agriculture and their local offices; all laws and regulations relating to agricultural inspections, standardization requirements, control regulations and other applicable laws and ordinances.

Requires considerable ability and skill to: plan, organize and direct the work of others; evaluate situations and make decisions; get along well with others; maintain good public relations; speak and write effectively.

License: Requires possession of: a valid certificate as a county agricultural commissioner issued by the state department of agriculture; a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Senior Agricultural Inspector

Revised 12/18/61

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: COUNTY AGRICULTURAL COMMISSIONER AND  
SEALER OF WEIGHTS AND MEASURES

CODE: 3456

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, plans, organizes and directs programs designed to promote Agriculture and Weights and Measures; enforces provisions of applicable codes, laws and regulations pertaining to agriculture and weights and measures inspection activities; directs the work of agricultural and weights and measures inspectors and the operation of the Farmers' Market; develops and maintains sound public relations with individuals and groups served or affected by agriculture and weights and measures programs; and performs related duties as required.

EXAMPLES OF DUTIES:

1. Formulates and administers programs designed to enable effective enforcement of certain State Agricultural, Weights and Measures, Health and Safety laws, and appropriate administrative rules and regulations.
2. Directs staff members in the proper enforcement of Federal, State Exterior and Interior Plant Quarantines including inspection of plant material not covered by specific quarantine, for serious insects, diseases, weeds and pest animals.
3. Enforces the Fruit, Vegetable, Honey, and Eggs Quality Control laws dealing with quality, marking, and packing requirements involving all fruits, vegetables, nuts, honey, and eggs.
4. Directs the inspection of all licensed nurseries, requiring standards of cleanliness and proper labeling of nursery stock; supervises the registering and performance of all commercial agricultural pest control operators; enforces apiary inspection and enforcement of the California Seed Law; formulates programs to control or eradicate certain noxious weeds and detrimental insects and animal pests.
5. Directs staff members in the proper enforcement of inspection, testing, sealing of all commercial weighing and measuring devices; supervises the inspection of packaged goods for proper contents and markings; supervises the condemnation or seizure of illegal or inaccurate weighing and measuring devices and packaged goods which are short of their stated contents.
6. Compiles statistical reports, crop acreage, values, workload accomplishment, and other specific reports for various governmental agencies as required.
7. Directs the supervision of the Farmers' Market and its personnel.
8. Reviews and revises departmental operating procedures to meet changing conditions.
9. Confers with subordinates to develop plans and initiate procedural changes; conducts staff meetings to explain and interpret rules and policies and explain enforcement problems.
10. Reviews, approves or disapproves contemplated court cases and hearings; hears complaints regarding Agricultural, Weights and Measures or Farmers' Market violations.
11. Attends local, state and national meetings and conferences to represent the City and County; confers with State and Federal personnel and other County Agricultural Commissioners and Sealers of Weights and Measures to discuss and keep informed on problems, new developments, and to coordinate activities.
12. Directs the preparations of the annual budgets showing justification for requested appropriations and staffing; administers the approved appropriations and control expenditures.

CLASS TITLE: COUNTY AGRICULTURAL COMMISSIONER AND  
SEALER OF WEIGHTS AND MEASURES (continued)

CODE: 3456

MINIMUM QUALIFICATIONS:

Training and Experience: Education equivalent to graduation from college preferably with major work in agriculture or biological science or with major work in chemistry, physics, engineering or a related physical science. Additional qualifying experience may be substituted for two years of the required college education on a year-for-year basis, supplemented by four years of enforcement of agricultural or weights and measures laws; or in agricultural pest control, production, processing, or marketing of agricultural commodities; or in the inspection, maintenance, repair or installation of weighing, measuring or other precision instruments or equipment. Two years of experience must be in a supervisory capacity.

Knowledge, Abilities and Skills: Requires a thorough knowledge of the duties and responsibilities of the offices of the County Agricultural Commissioner, Sealer of Weights and Measures and the Farmers' Market; all pertinent state laws and regulations, Federal, State, Exterior and Interior Plant Quarantines and Regulations; State Standardization Laws, California Seed and Apiary Laws and enforcement procedures; Pest Control Laws, Regulations and Abatement Procedures; Weights and Measures Laws and Regulations; and the County Ordinance governing the Farmers' Market.

Requires the ability to plan, organize and administer a large variety of enforcement and non-enforcement programs and functions; interpret, explain, and enforce the provisions of governing laws and regulations; establish and maintain effective working relationships with persons and agencies concerned with the many programs and functions of the Department of Agriculture, Weights and Measures and Farmers' Market.

License: Requires possession of a valid state motor vehicle operator's license.

Certificates Required: Valid State Certificates of eligibility as a County Agricultural Commissioner and County Sealer of Weights and Measures.

PROMOTIVE LINES:

To: No normal lines of promotion.

From: Deputy Agricultural Commissioner  
Deputy Sealer of Weights and Measures

(Consolidates class 6224 Sealer of Weights and Measures, and  
class 3454 County Agricultural Commissioner)

CLASS TITLE: AGRICULTURAL INSTRUCTOR

CODE: 3460

CHARACTERISTICS OF THE CLASS:

Under direction, instructs, demonstrates and supervises the proper methods and procedures of animal husbandry, crop raising and dairying at the boys ranch school; operates and supervises the maintenance of farm machinery and equipment; assists in counseling activities; and performs related duties as required.

Requires responsibility for: carrying out, instructing and supervising the school's agricultural program; achieving moderate economies through the proper utilization of equipment and materials; making frequent daily contacts with staff members and resident boys.

EXAMPLES OF DUTIES:

1. Instructs and demonstrates proper dairy methods and procedures, including milking cows with machines and subsequent pasteurization processes.
2. Instructs and demonstrates the proper methods and procedures in animal husbandry: (a) raising swine, including breeding, feeding, cleanliness, meat selection and production; (b) raising beef cattle, including selecting, feeding, breeding and grading; (c) care of horses, including grooming, saddle equipment, riding, training and breeding.
3. Instructs and demonstrates the proper methods and procedures in poultry husbandry, including culling, selection, meat production, candling and grading eggs, feeding and flock management and disease control.
4. Operates a variety of power equipment and attachments in tilling soil and growing crops, irrigating pastures, pruning and removing trees; instructs and demonstrates the proper methods and procedures of farming, soil conservation, road building and related activities.
5. Maintains inventory records of livestock, feed, supplies and equipment; supervises the maintenance and care of tools and equipment; purchases farm materials and supplies.
6. Confers with staff members regarding performance and behavioral progress of resident boys; supervises boys on field trips and recreational activities; counsels boys on their work habits and ability to get along with others; assists staff members in the supervision of boys in other camp activities.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of two years of college or university, including major course work in agriculture and animal husbandry.

Requires at least three years of general farming experience, including one year in the supervision of crop growing, dairy, operation and animal husbandry activities; or an equivalent combination of training and experience.

CLASS TITLE: AGRICULTURAL INSTRUCTOR (Continued)

CODE: 3460

Knowledge, Abilities and Skills: Requires considerable knowledge of principles and procedures in modern farming methods.

Requires ability to instruct and supervise delinquent and emotionally disturbed boys in the techniques and procedures of farming and initiate and carry out an overall farm program through the application of modern farming practices.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Original entrance examination

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT DIRECTOR, GOLF COURSE MAINTENANCE

CODE: 3462

CHARACTERISTICS OF THE CLASS:

Under general direction, assists in the planning and supervision of a program of maintenance of all city-owned and/or operated golf courses and related facilities or structures; inspects condition of courses, assigns and reviews the work of maintenance personnel; plans and recommends on improved maintenance procedures; and performs related duties as required.

Requires responsibility for: Interpreting and coordinating departmental policies and procedures relating to the maintenance of golf course buildings and grounds; the efficient use, custody and care of materials and equipment; frequent contact with the golf-playing public; preparing and maintaining records and reports regarding maintenance, personnel and other related activities.

EXAMPLES OF DUTIES:

1. Schedules grounds maintenance work on all golf courses and adjoining facilities; recommends the closing of courses or sections of courses when weather or other conditions threaten extensive damage to the playing areas or constitute hazards to golfers.

2. Through subordinate supervisors, directs gardeners/greenskeepers in the care of trees, shrubs, flowers and grasses; plans and supervises all landscaping work done on or adjacent to the city's golf courses.

3. Supervises the construction, modification and grounds maintenance of all city-owned and/or operated golf course facilities; personally schedules the work of and directs one or more teams of gardener specialists in the care, renovation or relocation of greens and tees and the renovation and re-design of sand traps; coordinates major modification and maintenance projects with the Assistant Director, Golf Course Operations.

4. Receives and reviews requests for repairs to buildings and installed equipment and submits work orders for craft personnel support as required; prescribes work to be done and inspects the work upon completion.

5. Makes frequent inspections of golf courses and facilities to insure compliance with established maintenance, safety and cleanliness standards and takes appropriate corrective action as indicated.

6. Administers assigned personnel; evaluates performance records of new employees; reviews and approves employee accident reports; approves employee timerolls and distributes warrants.

7. Prepares budget estimates for grounds and building maintenance and construction supplies and equipment; controls the distribution of such supplies as fertilizer, insecticides, fungicides, pesticides, seeds and chemicals; supervises the warehousing of supplies and equipment; and secures required storage facilities.

8. Maintains such maintenance records as plans for new golf course construction or major modification projects; pending work orders; requisitions for supplies and equipment; separate files on major items of equipment and supply usage records.

9. Investigates complaints relating to golf course grounds or building maintenance and submits findings to the Golf Director.

10. May act for the Golf Director as directed.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires a high school diploma or equivalent and five years of increasingly responsible gardener/greenskeeping experience to include at least two years at the level of a head greenskeeper or gardener sub-foreman at a golf course; or an equivalent combination of education and experience.

CLASS TITLE: ASSISTANT DIRECTOR, GOLF COURSE MAINTENANCE

CODE: 3462

MINIMUM QUALIFICATIONS: (contd)

Knowledge, Ability and Skills: Requires a thorough knowledge of golf course grounds maintenance to include grass, shrub and tree culture, irrigation and drainage, and control of grass diseases, insects, rodents and fungus; a good working knowledge of greens and tee care, golf course landscaping, the special equipment used in golf course care and the relationship of golf play to grounds maintenance.

Requires ability to: Modify existing golf facilities; plan a total grounds maintenance program for a system of golf courses; supervise groups of groundskeepers at widely separated locations.

Requires skill in the operation of specially designed golf course maintenance equipment.

License: Requires possession of a valid California Driver's License.

PROMOTIVE LINES:

To : 3230 Golf Director

From: 3418 Gardener Sub-Foreman  
3421 Head Greenskeeper  
3422 Park Section Supervisor

Adopted: 2/4/74

(Consolidates classes: 3421 Head Greenskeeper  
3465 Golf Course Maintenance Supervisor)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: AREA SUPERVISOR, PARKS, SQUARES AND FACILITIES

CODE: 3464

CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for the care and maintenance of grounds and recreation buildings in an assigned section of the city; plans, assigns and supervises the activities of a large group of subordinate personnel engaged in such work; and performs related duties as required.

Requires responsibility for: explaining, carrying out and enforcing existing policies and procedures in connection with maintenance activities; making regular contacts with other departmental personnel, outside organizations and the general public in exchanging information and answering complaints; preparing and maintaining ordinary operation reports and records.

EXAMPLES OF DUTIES:

1. Supervises, assigns and instructs, through subordinate supervisory personnel, gardeners, assistant gardeners, groundskeepers, janitors and general laborers in maintaining recreational grounds and physical properties in various locations in the city; inspects completed work for conformance with instructions and existing procedures.
2. Makes periodic inspections of buildings, playground equipment and facilities to assure safety and proper maintenance; requisitions repairs, supplies and maintenance services, as required; prepares estimates of budgetary requirements.
3. Supervises layout and proper landscaping around playgrounds, field houses, ball diamonds and playing fields; supervises equipment and operators assigned.
4. May make emergency repairs in cases of breakdowns of equipment.
5. May participate in in-service training programs.
6. May act in liaison capacity with neighborhood civic groups.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by college level courses in agriculture or horticulture, and five years of progressively responsible landscaping, gardening and recreational grounds maintenance experience, including two years of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires thorough knowledge of: horticulture as applied to the maintenance of parks, recreational grounds, play areas, and similar landscaped areas; building maintenance and the related tools, materials and equipment of such work.

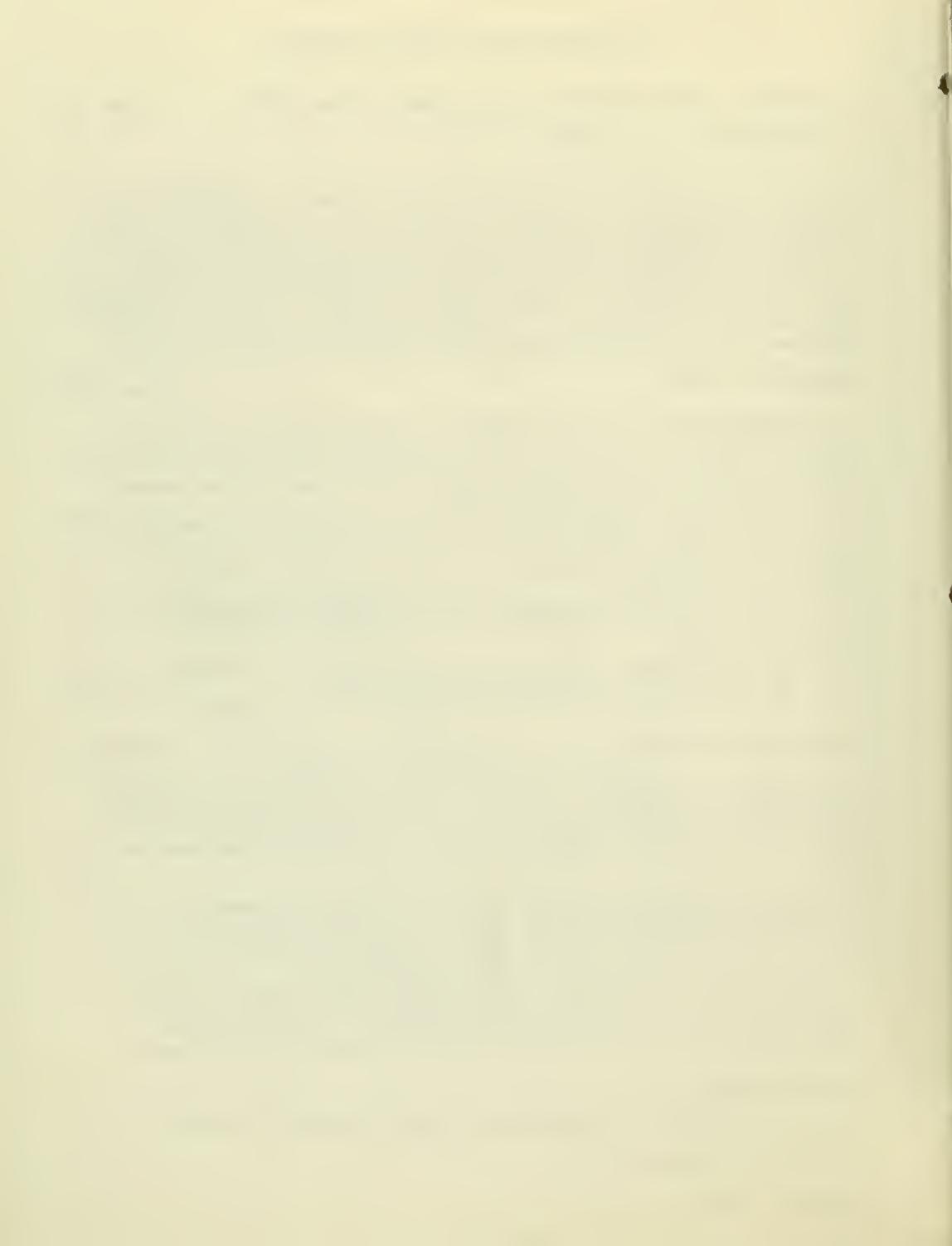
Requires ability and skill to: plan, supervise and inspect the work of subordinate personnel engaged in diversified activities over a wide area; deal tactfully and effectively with the public and promote good public relations; maintain operating records and prepare related reports.

PROMOTIVE LINES:

To: 3466 Assistant Superintendent, Parks, Squares and Facilities

From: 3420 Gardener Foreman

AMENDED: 5/27/65



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: GOLF COURSE MAINTENANCE SUPERVISOR

CODE: 3465

CHARACTERISTICS OF THE CLASS:

Under general direction, supervises the maintenance of several municipally owned golf courses; assigns and directs the work of horticultural maintenance crews; inspects construction or reconstruction of golf courses for conformity with plans and specifications; and performs related duties as required.

Requires responsibility for: the assignment, inspection and direction of the work of maintenance crews; the supervision and inspection of the construction of new golf courses; the submission of annual budget estimates for golf course maintenance and repair.

EXAMPLES OF DUTIES:

1. Assigns work to foreman in charge of maintenance crews; inspects work progress and quality; authorizes necessary alterations and repairs; personally directs and inspects all major improvement projects.
2. Supervises the care and maintenance of municipal golf courses; inspects work progress and completed work; authorizes necessary alterations and repairs; supervises the grading, installation of irrigation systems, landscaping and preparation of soils in connection with construction and layout of new golf courses.
3. Supervises the construction of new courses, including the grading, installation of underground irrigation systems, location and planting of trees and other vegetation, and spreading and leveling of top soils used in the preparation of planted areas.
4. Prepares time reports; prepares requisitions for supplies and equipment; submits reports of work performed; prepares and submits annual budget estimates.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school, supplemented by at least five years of responsible supervisory experience in the construction, maintenance and repair of golf courses; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: landscaping and horticulture, particularly as applied to golf course maintenance, including grass seeding, sodding, top soil application, irrigation and all phases of upkeep and care.

Requires the ability to: direct the activities of subordinate personnel; design and layout golf courses and supervise and inspect their construction; compile the annual budget requests and prepare operating reports.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Original entrance examination

ADOPTED: 5/27/65



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT SUPERINTENDENT, PARKS, SQUARES AND FACILITIES CODE: 3466

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, plans, directs and is responsible for the landscaping and care of parks, recreation and other planted areas and the care (except structural maintenance, repair and alteration) of buildings of the recreation and park department; directs the activities of subordinate supervisory personnel; and performs related duties as required.

Requires responsibility for: interpreting, coordinating and enforcing policy and procedures related to all phases of maintenance and care of assigned recreational facilities; making frequent personal contacts with the public and groups interested in recreation and park activities; preparation and review of time and work records.

EXAMPLES OF DUTIES:

1. Plans and directs the landscaping and horticultural care of grounds and the care (except structural maintenance, repair and alterations) of buildings in various recreational areas, small parks and squares, camp mather, kezar stadium, golden gate park, zoological gardens, great highway, and lake merced; directs the operation of nurseries and the conservatory; assigns duties and work programs through subordinate supervisory personnel.
2. Inspects work progress; investigates unusual incidents and takes necessary action; interprets rules, regulations and policies to employees; conducts in-service training programs.
3. Makes estimates in connection with the preparation of annual budget requests.
4. Approves requisitions for materials, supplies, services and repairs.
5. May represent the department in meetings and discussions with civic groups and others.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of two years of agricultural college, with major course work in horticulture and landscaping, supplemented by at least seven years of experience in landscaping and horticultural activities, including four years at a supervisory level; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of landscaping and horticultural activities relating to public parks and recreational facilities.

Requires ability to: direct the activities of a large group of subordinate employees working at different locations over a wide area; speak effectively in making presentations regarding departmental activities before interested groups; prepare effective reports on activities.

PROMOTIVE LINES:

To: No normal line of promotion

From: Area Supervisor, Parks, Squares and Facilities

(

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DIRECTOR OF MARKETING AND OPERATIONS,  
CANDLESTICK PARK

CODE: 3470

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, plans and directs the marketing program for Recreation and Park Department stadiums including development of a management plan for inter-related projects such as capital improvements, renovation and revenue generation; directs all capital improvement projects and overall operations of the facilities; supervises the activities of subordinate staff and performs related duties as required.

DISTINGUISHING FEATURES:

This single position class is distinguished by its responsibility for the development of marketing programs to identify and attract clients to utilize departmental stadium facilities and for direction of the operations, maintenance and repair of the facilities.

EXAMPLES OF DUTIES:

"This class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Formulates the marketing program for Departmental stadiums including identifying goals, developing marketing strategy, meeting with potential clients, establishing a pricing structure, implementing a public relations/advertising campaign, making promotional presentations, and developing a broader range of programming in order to maximize utilization and increase revenues of various facilities.

2. Develops a comprehensive management plan for inter-related projects such as capital improvements, renovation and revenue generation; makes recommendations to management regarding necessary changes to the physical plant, pricing structures, policies, and traffic flow.

3. Directs all capital improvement projects for the facilities including new construction, redesign and/or renovation of seats, concession spaces, restrooms, fencing, security features, parking lot configuration, and access routes for patrons; evaluates bid proposals, negotiates contracts, monitors contract performance, and coordinates the activities of other agencies, Departmental staff and contractors.

4. Acts as the primary liaison between stadium tenants and the Department, other City Departments and State agencies such as Cal Trans and State Park Service to facilitate and respond to tenant concerns, communicate Departmental policy and procedures, and coordinate activities and projects involving multiple parties.

5. Plans, assigns and directs the activities of subordinate staff in the implementation of various capital improvement projects and oversees operational activities through subordinate supervisors; prepares the division budget and various reports and records pertaining to stadium activities.

DOCUMENTS ETC.

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**QUALIFICATIONS:**

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

**Knowledge, Abilities and Skills:** A comprehensive knowledge of: marketing programs including publicity/promotion of large events for a major sports/convention facility.

**Ability to:** deal effectively with the public, concessionaires, stadium tenants and others; read and understand technical documents such as blue prints; communicate effectively orally and in writing; supervise subordinate staff.

**License:** Requires possession of a valid California Driver's license.

ADOPTED: 9-19-88

#4019c

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SCHOOL GROUNDS SUPERVISOR

CODE: 3474

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, plans, directs, and inspects the work of the school grounds maintenance employees; personally supervises the more technical gardening and grounds maintenance operations; requisitions the purchase of supplies and equipment; and performs related duties as required.

Requires responsibility for: developing and directing the procedures in the care and conditioning of school grounds, landscaping and athletic fields; efficient care, maintenance and economical utilization of related equipment, materials and supplies; making frequent contacts with school principals, administrators and subordinates.

EXAMPLES OF DUTIES:

1. Plans and directs the care of lawns, trees, shrubs and other plant life on school grounds; personally supervises extensive planting operations and major improvements on athletic fields and other play areas; approves the utilization of insecticides, fertilizers and special materials, as needed.

2. Periodically inspects individual school grounds to evaluate the quality of work and conduct of grounds maintenance personnel; analyzes work methods with a view to improving departmental services and utilization of employees' time; instructs personnel in the proper use and care of materials and equipment.

3. Consults with superior and other school administrators in programming improvements of school grounds areas; reviews and clarifies projected plans for landscaping new areas.

4. Investigates new methods, materials and equipment and requisitions all departmental supplies as needed; directs the maintenance, care and economical utilization of tools, materials, trucks and other powered equipment.

5. Maintains records and prepares required reports.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of two years of agricultural college with major course work in landscaping and horticulture, supplemented by at least five years of increasingly responsible experience in supervising a comprehensive grounds maintenance program; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of grounds maintenance methods, materials and equipment and the proper procedures in planting and caring for a variety of trees, shrubs, lawns, plants and other types of vegetation.

Requires ability to: plan, direct and inspect the work of a school grounds maintenance program; establish and maintain effective working relationships with administrators, teaching personnel and the general public; evaluate relative effectiveness of insecticides, fertilizers and other gardening materials and equipment.

Requires considerable skill in the application of methods and procedures used in school grounds maintenance, and development of related work standards.

PROMOTIVE LINES: To: No normal lines of promotion

From: Area Supervisor, Parks, Squares and Facilities

CLASS TITLE: FARMERS MARKET MANAGER  
(continued)

CODE: 3480

Knowledge, Abilities and Skills: Requires thorough knowledge of: ordinances, rules and regulations affecting the operation of the farmers market; federal, state and local laws pertaining to agriculture; farm products, their prices and market operations.

Requires considerable ability to: deal courteously and effectively with farmers and the general public; keep records and perform related arithmetic computations.

License: Requires a valid certificate in fruit, nut, vegetable, egg, and honey standardization, and poultry and rabbit meat inspection issued by the State Department of Agriculture.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Senior Agricultural Inspector

CLASS TITLE: AGRICULTURAL DIVISION LAND AGENT

CODE: 3434

CHARACTERISTICS OF THE CLASS:

Under general direction, assists in the administration of activities conducted by the agricultural division of the water department; assists in the management and leasing of agricultural lands; supervises the care of orchards and marketing of crops, and performs related duties as required.

Requires major responsibility for: coordinating and executing existing policies and methods applicable to agricultural activities; achieving major economies and/or preventing major losses through assisting in the efficient administration of land leasing and management programs and marketing of crops; making important personal contacts with lease holders and representatives of outside organizations in conducting land lease negotiations and management operations; gathering, reviewing and checking operational records in connection with insurance, bonds and sale of agricultural crops. Nature of work requires some physical effort and walking while inspecting lands and crops in the field, with occasional exposure to accident and health hazards and some disagreeable elements.

EXAMPLES OF DUTIES:

1. Supervises the operation of publicly owned orchards by lessees, including insect and disease control, fertilization, pruning, irrigation, well management, harvesting, processing and marketing of crops, and conducting experimental test plots.

2. Assists in locating prospective tenants for agricultural and commercial leases; collects rents, insurance and bonds; conducts sale of agricultural share crops; keeps records of all sales; endeavors to maintain good tenant lessee and public relationships; cooperates with federal, state and county agencies in various aspects of land leasing, management and agricultural matters.

3. Supervises subordinate, supervisory and auxiliary personnel, including farmers and laborers engaged in various aspects of field operations; assigns work to individual employees; maintains records of time and work performance; maintains records of materials and supplies.

4. Meets and confers with tenants; gives advice and consults on planting of various crops, good land management, soil conservation, erosion control, proper cultural practices and other matters and problems.

5. Meets with range tenants concerning range management, reseeding, erosion control, maintenance of boundary fences, roads, stock ponds and weed control measures; maintains records of range condition by individual tenants and according to size of ranches; makes recommendations to superior on conditions in order to assure improvement of income from range properties; cooperates with state university concerning varieties of range forage, fertilization, weed and rodent control.

CLASS TITLE: AGRICULTURAL DIVISION LAND AGENT  
(Continued)

CODE: 3484

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in agriculture, including or supplemented by courses in real estate and land management.

Requires at least five years of experience in the management, operation and supervision of large scale ranch and agricultural properties and operations, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a good academic and working knowledge of: general agricultural and farming practices, including marketing of products; horticultural operations; leasing and renting of agricultural and grazing lands.

Requires demonstrated ability and skill to organize and supervise subordinate employees engaged in field activities and deal effectively with tenants, lease holders and the general public.

PROMOTIVE LINES:

To: Agricultural and Land Division Manager

From: Original entrance examination

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: WATERSHED FORESTER

CODE: 3486

CHARACTERISTICS OF THE CLASS:

Under direction is the field supervisor for the daily operations of the Watershed Resource Management Program, responsible for implementing, scheduling and participating in activities dealing with natural resource and land management, including road location, construction, and repair; maintenance of erosion control systems; salvage logging, insect and disease control, reforestation, fuelbreak construction and maintenance, and vegetative and wildlife studies and inventories; assists in investigation of funding sources for programs of benefit to the watersheds; assists in scientific and cultural studies, and performs related duties as required.

DISTINGUISHING FEATURES:

This class is responsible for field supervision of forestry and labor crews, entails physical effort, work in remote areas, and during fire or other emergencies requires working long and irregular hours. The class is distinguished from the Watershed Resource Manager, an administrative position, by its supervision and performance of work in the field. It is distinguished from the Urban Forester by its focus on the maintenance of ecological balance within a natural habitat and its requirement for a professional forestry license..

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Schedules and supervises fire control, suppression, and pre-suppression programs, including fuelbreak and road location, relocation, and improvement; integration of existing and new roads into fuelbreak system; identification of water sources for fire suppression; and development of new sources.
2. Schedules and supervises erosion control programs, construction and surveillance of appropriate drainage, tree salvage, revegetation, and reforestation; surveillance of culverts, ditches, and water bars; surveillance of slopes following major storms and implementation of appropriate action; development of alternate use plans.
3. Develops and supervises program to monitor wildlife populations and set up baseline data, develops wildlife data storage systems, includes planning for wildlife habitat enhancement in design of fuelbreaks and reforestation, establishes wildlife sighting program for visitors.
4. Plans and supervises vegetative and wildlife studies and makes inventories of rare and endangered plant species.
5. Supervises Watershed Keeper Supervisors in maintaining security, institutes and maintains centralized security monitoring and record system; implements training programs for staff.

CLASS TITLE: WATERSHED FORESTER

CODE: 3486

EXAMPLES OF DUTIES: (Cont.)

6. Provides technical assistance to the Land Division regarding use of and safety considerations of Water Department land for lease.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications. . . and other particulars. . . Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities, and Skills:

Knowledge of: forest and watershed management; standard forestry engineering practices in road location, construction, and erosion control; a natural history of the Bay Area.

Ability to: supervise various forest and watershed management activities including road construction and erosion control; establish and maintain good working relationships with supervisors and managers in Suburban Division and County and State officials and law enforcement officers; to work effectively under emergency conditions, such as forest fires,

License: Requires possession of a valid license as a professional Forester issued by the California State Board of Forestry.

ADOPTED: 4-21-86

#0124B

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: WATERSHED RESOURCE MANAGER

CODE: 3488

CHARACTERISTICS OF THE CLASS:

Under general direction plans, implements and supervises the Watershed Resource Management Program through the use of fiscal planning, land use and wildlife protection planning, contact with public and private agencies, supervision of watershed staff; and coordination with the Assistant Division Managers and Division Manager, and performs related duties as required.

DISTINGUISHING FEATURES:

This single-position class functions as the head of the Watershed Resource Management Program and reports to the Division Manager, Suburban Division. The Watershed Resource Manager position is distinguished from suburban operation Assistant Division Manager classes by its emphasis on and attention to natural features, such as details of the geology, flora, and fauna of the region, in protecting and preserving the watershed lands; while the latter classes focus primarily on engineering and maintenance of technical apparatus. This class is distinguished from Watershed Forester by its overall responsibility for management of the Watershed Program.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Plans, organizes, directs and supervises the work of technical and support staff in all phases of the Watershed Resource Maintenance Program; develops and prepares regular reports and directives; prepares annual budget and modifications.

2. Maintains or oversees the maintenance of daily, seasonal, and annual records and maps, such as those detailing fires and fire suppression activities, forest harvesting, rare and unusual plant species, wildlife, roads, water sources, heliports, culverts, and trouble spots, security problems, and silt transit in sample watercourses. Surveys and maps rare and unusual plant forms, and maps vegetation from aerial photographs. Develops and maintains library of research and reports on subject matter related to watershed resources.

3. Administers and directs fire control and suppression programs: fuelbreak location, road location, relocation, and improvement; development of water sources for fire suppression; training of staff in fire suppression; coordinates with county and state agencies.

4. Administers and directs erosion control programs using standard forest engineering practices in the implementation of tree salvage, revegetation, and reforestation; and in surveillance of culverts, ditches, water bars, drainage structures, and slopes.

## EXAMPLES OF DUTIES: (Cont.)

5. Directs and controls public use of watersheds, approves requests for group recreational activities, scientific studies, and requests for demonstration projects from public or private agencies.

6. Administers wildlife management programs in accordance with the California Department of Fish and Game.

7. Administers and directs security operations in Alameda and Peninsula Watersheds; coordinates with San Mateo and Alameda County Sheriffs and District Attorneys, and with the California Department of Forestry.

## QUALIFICATIONS:

"The examination announcement shall provide the qualifications... and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9.)

Knowledge, Abilities, and Skills:

Comprehensive knowledge of: forest and watershed management, with emphasis on the natural, ecological and botanical environments of the San Francisco Bay region.

Ability to: plan, monitor and direct program operations, budgets, data collection, and related administrative tasks; plan, organize and direct a comprehensive data collection and analysis program; direct and supervise personnel engaged in resource management, surveillance, law enforcement, and related duties; interpret and enforce complex laws, policies, and regulations; develop, evaluate, revise and implement complex technical procedures; effectively communicate complex technical information orally, in writing and using charts and graphs; develop public educational materials and information; establish and maintain a library; establish and maintain effective working relationships with departmental managers, public officials, conservation and natural resource professionals, law enforcement professionals, representatives of business, scientific, and community organizations.

ADOPTED: 4-21-86

#0124B

CLASS TITLE: MUSEUM EXHIBIT PACKER AND REPAIRER

CODE: 3502

CHARACTERISTICS OF THE CLASS:

Under direction, packs, ships, receives, unpacks and repairs valuable art objects; and performs related duties as required.

Requires normal responsibility for: following established methods and procedures relating to packing and repairing art works; achieving minor economies and/or preventing moderate losses through the careful handling and repairing of precious art objects. Nature of work requires some physical effort and manual dexterity in repairing, handling and packing exhibits.

EXAMPLES OF DUTIES:

1. Packs and unpacks oil paintings, antique furniture, sculpture in various media and other valuable and irreplaceable art objects.
2. Ships and receives all art exhibitions, loans, gifts and supplies which arrive at and leave the museum; maintains required shipping records and notifies superior in event of discrepancies or defects.
3. Repairs and restores picture frames, sculpture and other objects of decorative art.
4. Constructs crates and boxes required for shipping works.
5. Requisitions materials and supplies for repair and shipment of art objects.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of grammar school, supplemented by four years of experience in the packing, shipping and repairing of valuable and delicate objects; or an equivalent combination of training and experience.

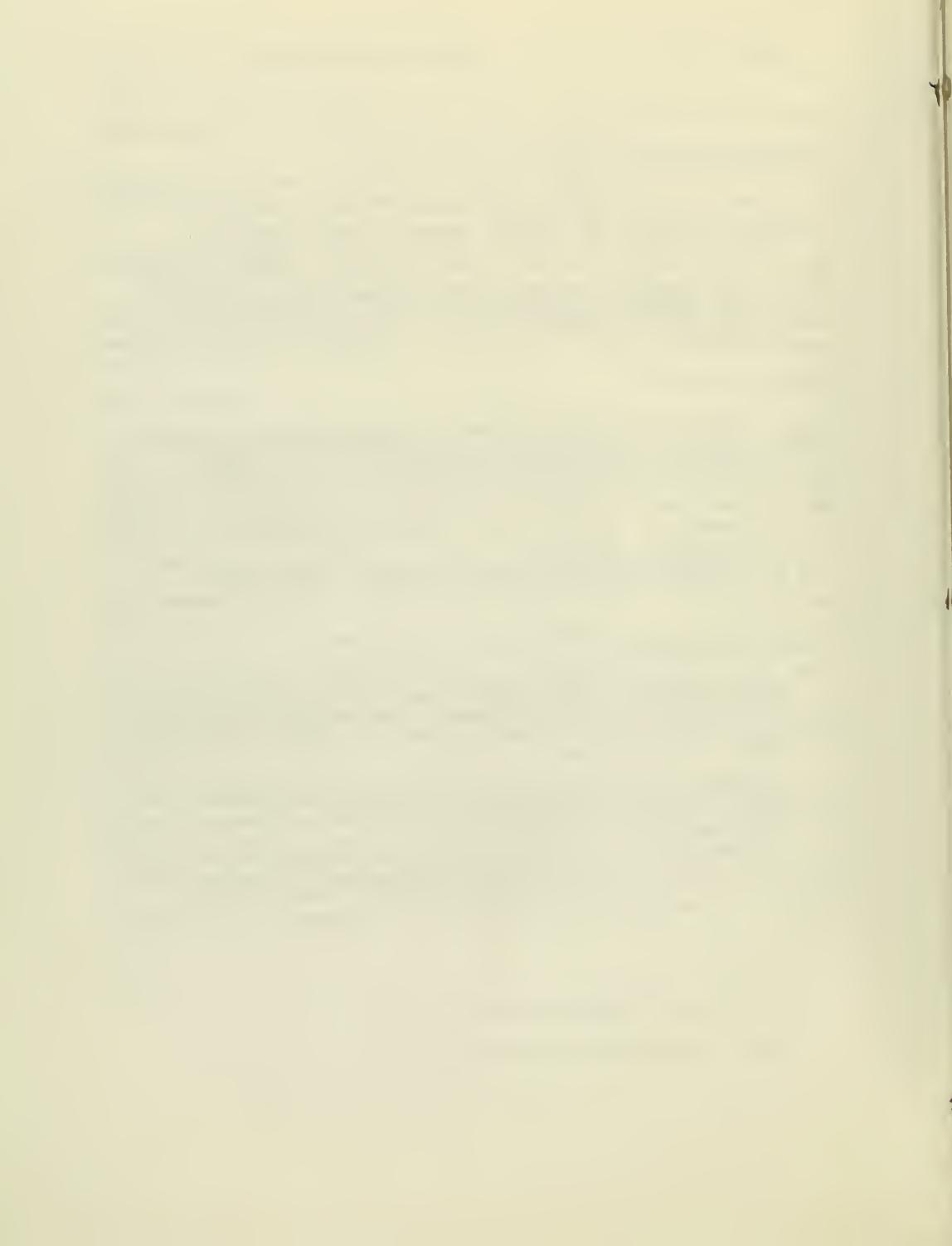
Knowledge, Abilities and Skills: Requires good knowledge of the techniques, procedures and materials used in packing, shipping and repairing valuable and delicate art objects.

Requires ability to: recognize exceptional characteristics of art works and determine special methods for their repairing, packing and shipping; physically handle delicate and valuable works of art with extreme care; use common and special tools and equipment of the carpentry trade.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Original entrance examination



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: AQUARIST

CODE: 3506

CHARACTERISTICS OF THE CLASS:

Under general supervision, cares for and feeds the aquarium's living exhibits; maintains and repairs equipment; assists in the field collection of specimens; assists in laboratory studies; conducts visitors on tours through the aquarium; and performs related duties as required.

Requires responsibility for: following established methods and procedures relative to the care and feeding of aquarium exhibits. Nature of work requires some physical effort in the care and feeding of exhibits, the maintenance of exhibit areas, the cleaning of aquatic exhibit tanks, and the collection of specimens.

EXAMPLES OF DUTIES:

1. Responsible for the health of a variety of specimens in a series of aquatic tanks; prepares and distributes various foods for all exhibits in the aquarium; maintains sanitary conditions in the exhibits and laboratories; cleans aquatic exhibit tanks, sometimes using SCUBA equipment; treats specimens for diseases; checks for proper temperature of water and surrounding area; inspects living exhibits for abnormal conditions and corrects same; maintains and repairs nets and siphon hoses; orders and checks supplies for feed room; maintains food colonies of animals; maintains and repairs exhibit legend material.

2. Assists the curatorial staff on research projects and conducts studies of assigned specimens; maintains complete record of exhibits; accompanies aquatic collector on field trips and assists in the collection of new specimens; uses SCUBA diving equipment, seines, nets, traps and conventional fishing tackle; assists in the transportation of specimens.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school with some training in biology, supplemented by two years of experience in the care and feeding of fishes and reptiles; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good knowledge of: the principles and practices of the care and feeding of fishes, amphibians, reptiles, aquatic birds and mammals; biology with specific application to aquatic animals.

Requires ability to: swim and SCUBA dive; meet and assist the visitors to the aquarium.

Requires skill in the care and handling of fish, amphibians, reptiles, aquatic birds and mammals.

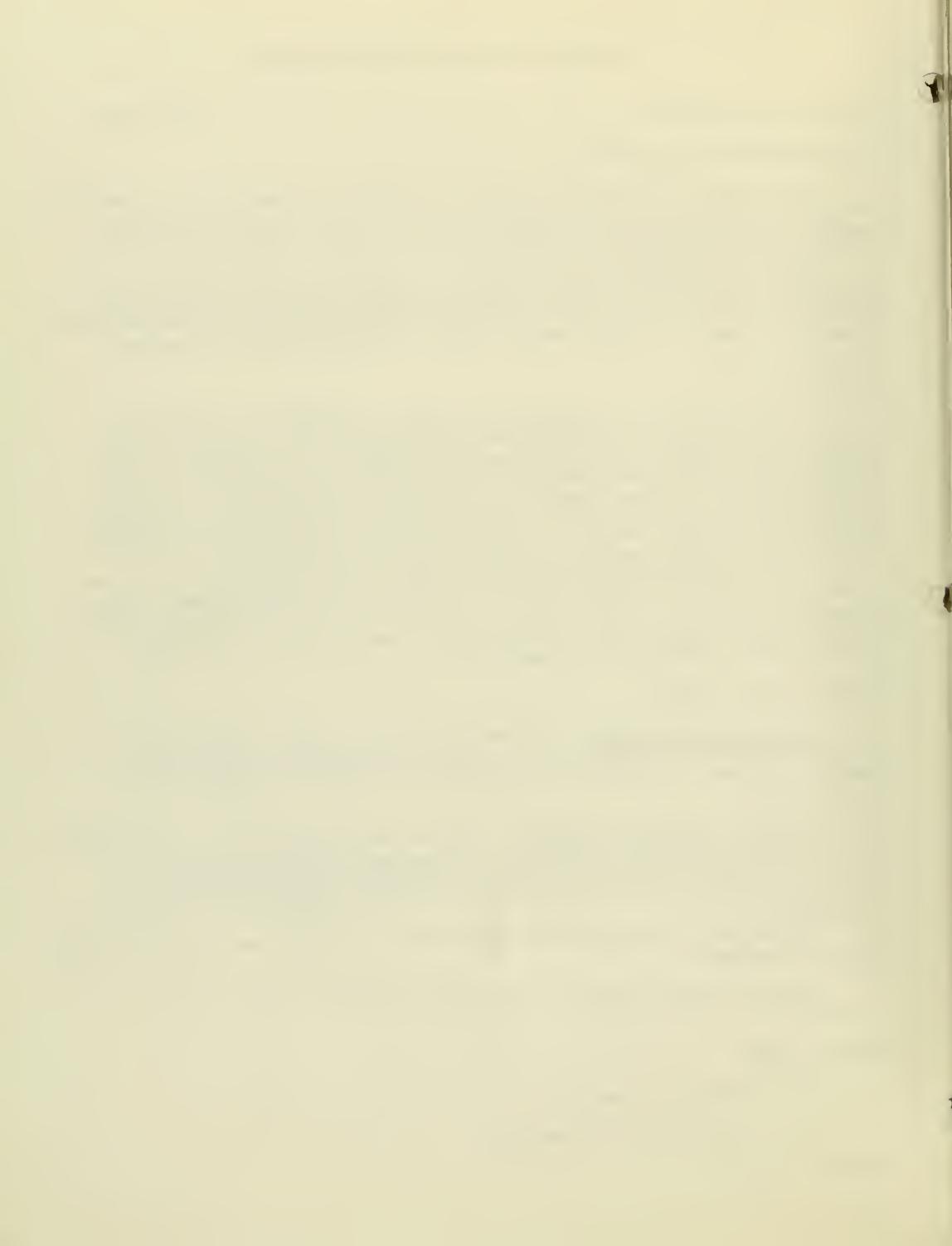
License: Requires possession of a valid State Motor Vehicle Operator's license.

PROMOTIVE LINES:

To: 3508 Senior Aquarist

From: Original Entrance Examination

AMENDED: 12/8/66



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SENIOR AQUARIST

CODE: 3508

CHARACTERISTICS OF THE CLASS:

Under direction, serves as relief supervisor of aquarium operations; acts as leadman on special projects; conducts visitors on tours through the aquarium; feeds and cares for the aquarium's fish, amphibian, reptile, aquatic bird and mammal collections as assigned; serves as relief Aquatic Collector; assists in the field collection of specimens; maintains and repairs equipment; and performs related duties as required.

Requires responsibility for: explaining, enforcing and carrying out established methods and procedures relative to the collection and care of aquarium specimens; maintaining records relative to the various research projects on assigned specimens. Nature of work requires some physical effort and dexterity in connection with the collection of specimens.

EXAMPLES OF DUTIES:

1. Serves as relief supervisor of aquarium operations; feeds and cares for the aquarium's fish, amphibian, reptile and aquatic bird and mammal collections.

2. Acts as leadman on special projects requiring the services of two or more Aquarists; assists the curatorial staff on research projects and conducts studies of assigned specimens; inspects specimens for diseases and injuries and treats for minor disorders; cleans aquatic tanks, occasionally using SCUBA equipment; inspects and makes routine adjustments or repairs to tanks and other exhibits; maintains complete history cards of specimens.

3. Serves as relief Aquatic Collector on regularly scheduled dates and conducts field trips for the collection of needed specimens; transports equipment to and from the collection areas; collects live specimens using SCUBA diving equipment, seines, nets, traps and conventional fishing tackle; assists Aquatic Collector on the more distant and extensive trips.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school with training in biology, supplemented by three years of experience in the care of aquatic animals, including one year of collecting and transporting live specimens; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good knowledge of: aquatic biology terms, types and names of specimens and their locations and habits; the principles and practices used in the care and feeding of fishes, amphibians, reptiles and aquatic birds and mammals.

Requires ability to: assist or independently conduct field trips for the collection of live specimens; swim and SCUBA dive; meet and assist visitors to the aquarium.

Requires skill in the use of SCUBA diving equipment, seines, nets, traps, and conventional fishing tackle and the care and handling of specimens.

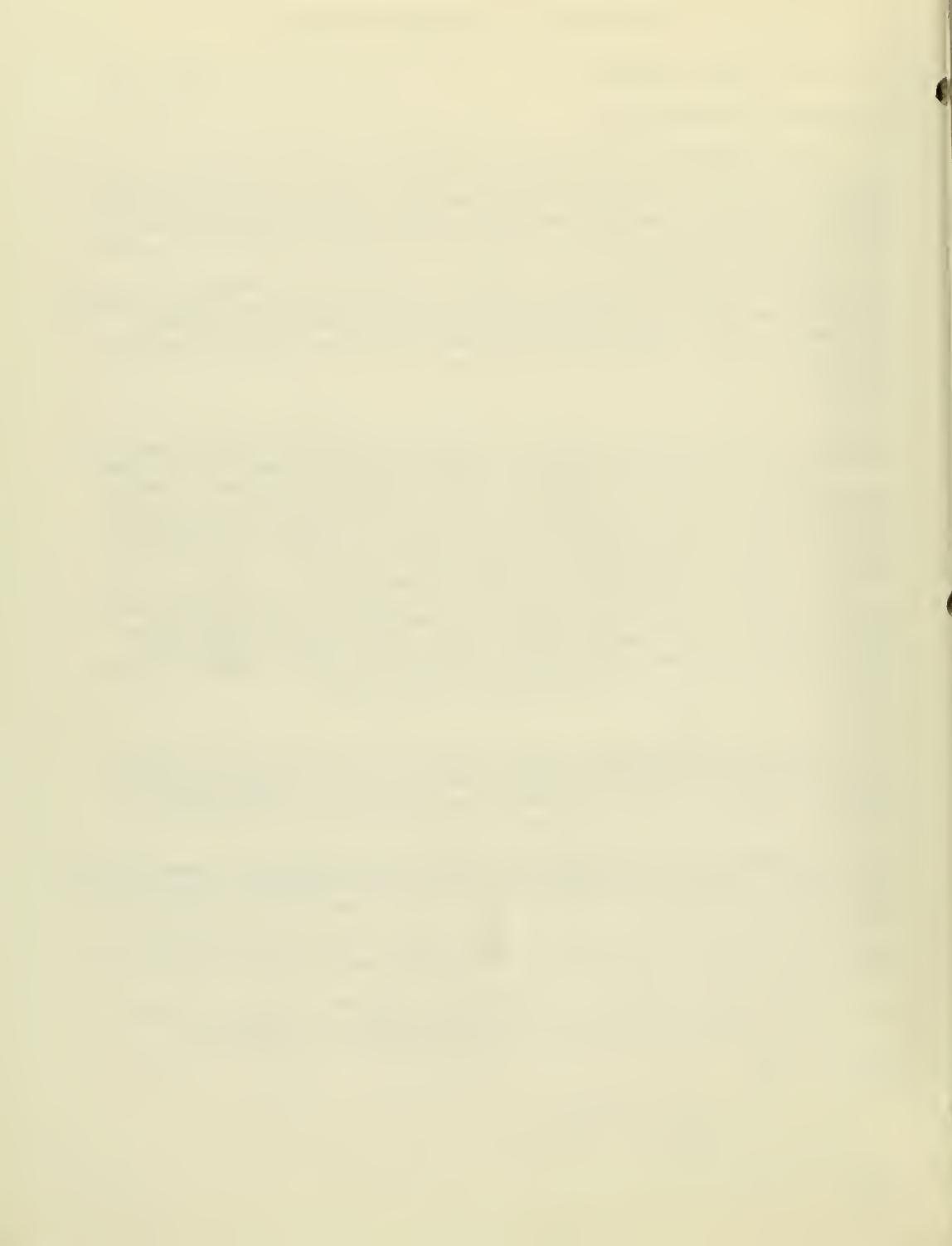
Requires possession of a valid State Motor Vehicle Chauffeur's license.

PROMOTIVE LINES:

To: 3516 Aquatic Collector

From: 3506 Aquarist

AMENDED: 12/8/66



CLASS TITLE: AQUARIUM EXHIBIT PREPARATOR

CODE: 3512

CHARACTERISTICS OF THE CLASS:

Under direction, designs and constructs experimental aquarium equipment; constructs, installs and maintains display cases, exhibits and a wide variety of specialized equipment and property; and performs related duties as required.

Requires responsibility for: interpreting and carrying out established methods and procedures relative to the design, construction and installation of aquarium equipment and exhibits; making routine contacts with other departmental personnel in connection with the maintenance and repair of exhibits and equipment. Nature of work requires some physical effort and considerable manual dexterity in connection with maintenance, repair and construction activities.

EXAMPLES OF DUTIES:

1. Confers with curatorial staff in planning the design and construction of experimental and test equipment to house aquatic specimens; does sheetmetal, masonry, glazing, welding electrical and plumbing work in constructing, repairing and maintaining aquarium's tanks; installs and adjusts special lighting effects for tanks and other exhibits.

2. Constructs a wide variety of wooden fixtures, such as temporary walls, shelves, display cases and other exhibits; paints cases, shelving furniture and temporary installations; performs routine maintenance on aquarium equipment and property; selects and requisitions new materials and supplies.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by four years of varied and progressively responsible experience in the building trades; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good knowledge of a wide range of crafts and related tools and shop equipment.

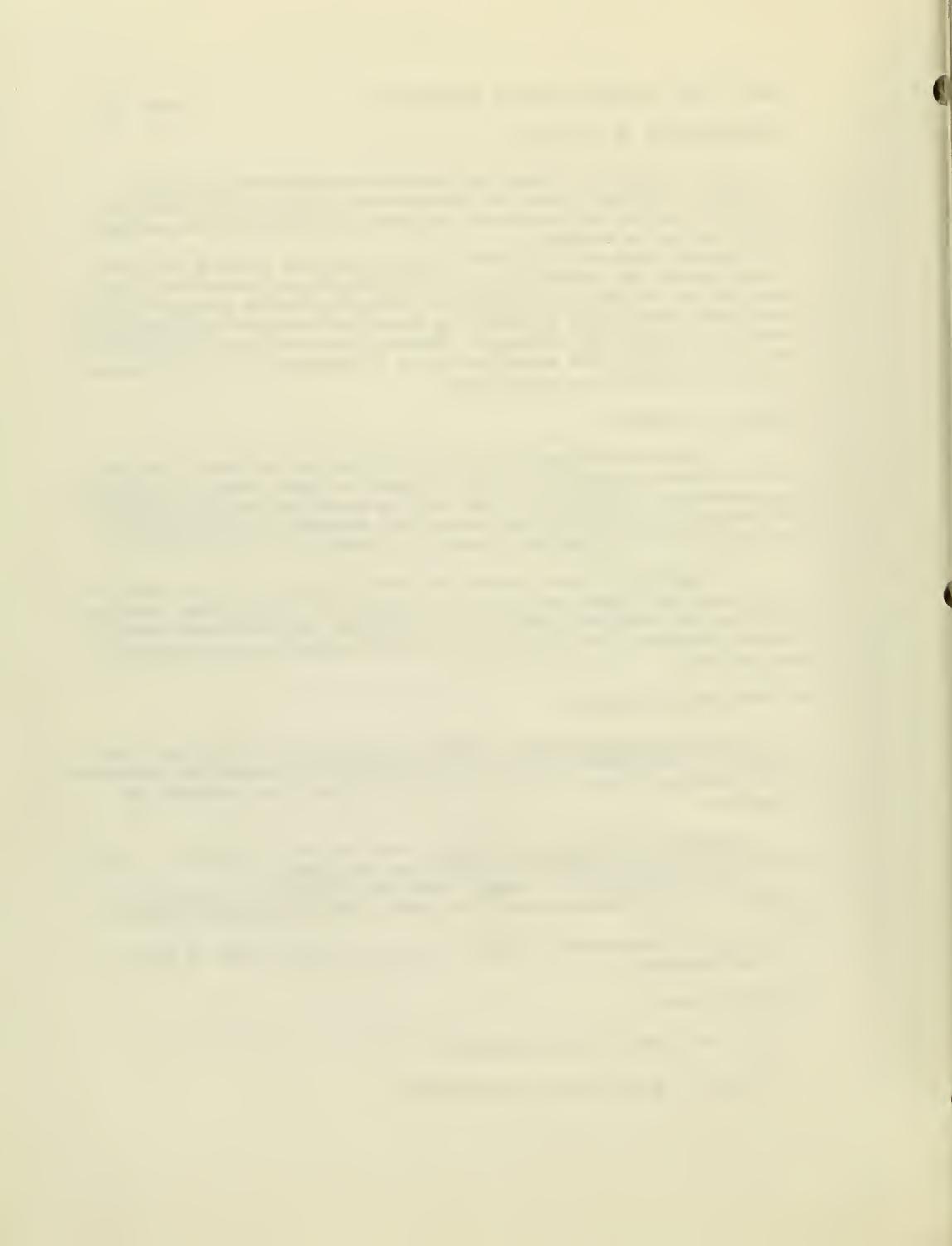
Requires ability to: design, construct, maintain and repair a variety of specialized equipment; estimate time and materials costs of jobs.

Requires considerable skill in the use of a wide range of tools and shop equipment.

PROMOTIVE LINES:

To: No normal line of promotion

From: Original entrance examination



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: AQUATIC COLLECTOR

CODE: 3516

CHARACTERISTICS OF THE CLASS:

Under general direction, plans and conducts field trips for the collection of live aquatic specimens; supervises the collection of specimens; directs arrangements for the shipment of specimens to and from the aquarium; transports specimens, materials, and supplies by mobile aquarium, van, or light utility truck; maintains good working relationships with similar institutions and agencies; maintains detailed activity records; prepares related reports; and performs related duties as required.

Nature of work requires some physical effort in the collection of specimens and in the loading, unloading and transport of specimens and aquarium supplies.

DISTINGUISHING FEATURES:

The employee in this single position classification reports to the Director of Steinhart Aquarium and is responsible for the development, coordination and execution of a program for field collection of live specimens.

The position is distinguished from the aquarist positions in that the major duties of the Aquatic Collector relate to the transport of live specimens while the responsibilities of the aquarists center on the care, feeding, and maintenance of specimens within the Aquarium. Aquarists are supervised by the Aquatic Collector when they assist in transport operations.

EXAMPLES OF DUTIES:

1. Confers with aquarium curatorial staff in the planning of field trips for the collection of needed specimens; corresponds with other aquariums, and state and federal fish stations relative to mutually beneficial field trips in their areas; collects live specimens using scuba diving equipment, seines, nets, traps, and conventional fishing tackle.
2. Transports equipment and specimens to and from collecting areas in and out of the state in vehicles equipped with tanks, and air and water pumps; drives a light utility truck in transporting equipment, supplies and specimens, supervises assistants in the loading, transporting, and unloading of collected specimens.
3. Acquires additional specimens from aquariums or other agencies through trade or purchase agreements; arranges with transportation facilities for the shipment of specimens throughout the world.
4. Maintains detailed reports of field trips and the specimens collected; directs the maintenance and repair of trucks, boats and other equipment used for collection purposes.
5. Acts for members of the curatorial staff in their absence.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree, with major course work in zoology or biology.

Requires one year of experience in collecting and transporting live aquatic specimens; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: the practices and procedures involved in collecting and transporting live aquatic specimens; aquatic biology, terminology, the type and names of specimens and their locations and habits.

CLASS TITLE: AQUATIC COLLECTOR

CODE: 3516

MINIMUM QUALIFICATIONS: (continued)

Requires ability to: plan and conduct extensive field trips for the collection of live specimens; swim and scuba dive; establish and maintain effective working relationships with the curatorial staff, and the staffs of other aquariums and related agencies; supervise a small crew of assistants on field trips.

Requires considerable skill in the use of scuba diving equipment, seines, nets, traps and conventional fishing tackle, in the care and transporting of live specimens, and in the operation of trucks and other motorized equipment.

License: Requires possession of a State Motor Vehicle Class II License.

PROMOTIVE LINES:

To: No normal line of promotion

From: 3508 Senior Aquarist

Amended: 6-20-77

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSOCIATE MUSEUM CONSERVATOR, ASIAN ART MUSEUM      CODE: 3518

CHARACTERISTICS OF THE CLASS:

Under direction, performs skilled work in connection with the preservation and restoration of Asian Art; prepares a variety of reports to document conservation activities; performs research, publishes articles and gives oral presentations related to conservation needs of the Asian Art Museum; and performs related duties as required.

DISTINGUISHING FEATURES:

A 3518 Associate Museum Conservator, reporting to the Museum Conservator, performs professional conservation duties related to the examination, preservation, repair, exhibition and storage of works of art for the Asian Art Museum. Incumbents in this class may be required to give work direction to conservation assistants and other subordinate support staff.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7):

1. Prepares condition reports on outgoing loans, new acquisitions, art requiring treatment, and art installed in in-house exhibitions; surveys objects in storage to determine conservation status; insures that completed documentation complies with the American Institute for Conservation's Code of Ethics.
2. Performs research to determine appropriate materials and techniques to conserve deteriorated or damaged art; recommends and performs treatment; documents these activities in compliance with the American Institute for Conservation's Code of Ethics.
3. May act as agent for the Museum with outgoing loans of the collection by couriering and unpacking; writes condition reports and performs emergency treatments.
4. Investigates and researches materials used in contact with works of art, such as packaging materials, display mounts and storage cases; recommends acceptable environmental control conditions, equipment and products; advises architects and engineers regarding physical requirements of the collection.
5. Performs scientific tests that aid in the authentication of works of art; makes x-ray examinations of art objects to determine internal structure; arranges consultancy resources.
6. Publishes articles describing conservation research and techniques; prepares written and oral presentations for general public, connoisseurs, museum staff, and conservators.
7. Gives direction to conservation technicians, interns, apprentices and volunteers; administrates and supervises the conservation department in the absence of the Museum Conservator.

CLASS TITLE: ASSOCIATE MUSEUM CONSERVATOR, ASIAN ART MUSEUM CODE: 3518

**MINIMUM QUALIFICATIONS:**

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

**Knowledge, Abilities and Skills:** Knowledge of: the techniques, materials, and equipment used in the conservation of works of Asian art.

Ability to: inspect objects of art and determine need and type of conservation work required; determine environmental controls for storage, exhibition and shipping of art objects; operate and maintain conservation equipment with appropriate safety procedures; write clear and concise technical reports; make oral presentations; work cooperatively with museum staff.

ADOPTED: 9-18-89

#4089c

SAN FRANCISCO CIVIL SERVICE COMMISSION

(AMENDED)

CLASS TITLE: MUSEUM PREPARATOR

CODE: 3520

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs a wide variety of semi-skilled and skilled duties in the preparation, installation and care of museum exhibits and works of art; and performs related duties as required.

Requires normal responsibility for: Following established procedures in connection with the preparation, installation and care of museum exhibits and works of art. Nature of work requires manual dexterity and unusual care in the handling of valuable art objects.

EXAMPLES OF DUTIES:

1. Constructs and prepares props, backgrounds and special lighting effects for exhibits; uses hand and power tools; paints with brush and spray equipment; constructs and finishes temporary partitions, including framing and hanging of doors.
2. Builds fine cabinets, such as vitrines and showcases.
3. Prepares, hangs and installs art objects for exhibit.
4. Mounts wall readers, labels, photographs and other material using a dry mounting press.
5. Under supervision, cuts and assembles mats and frames for prints and drawings.
6. Reclaims materials from the installation for future use.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by two years of progressively responsible experience in the preparation, construction and installation of exhibit displays; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of: The standard tools, practices and methods used in painting; rough and finish carpentry as well as cabinet work; and the use of different materials such as various kinds of lumber, fabrics, plastics, mechanical fasteners and adhesives.

Requires ability to: Physically handle delicate and valuable works of art with extreme care; work from sketches and follow oral instructions as to construction and installation of museum exhibits.

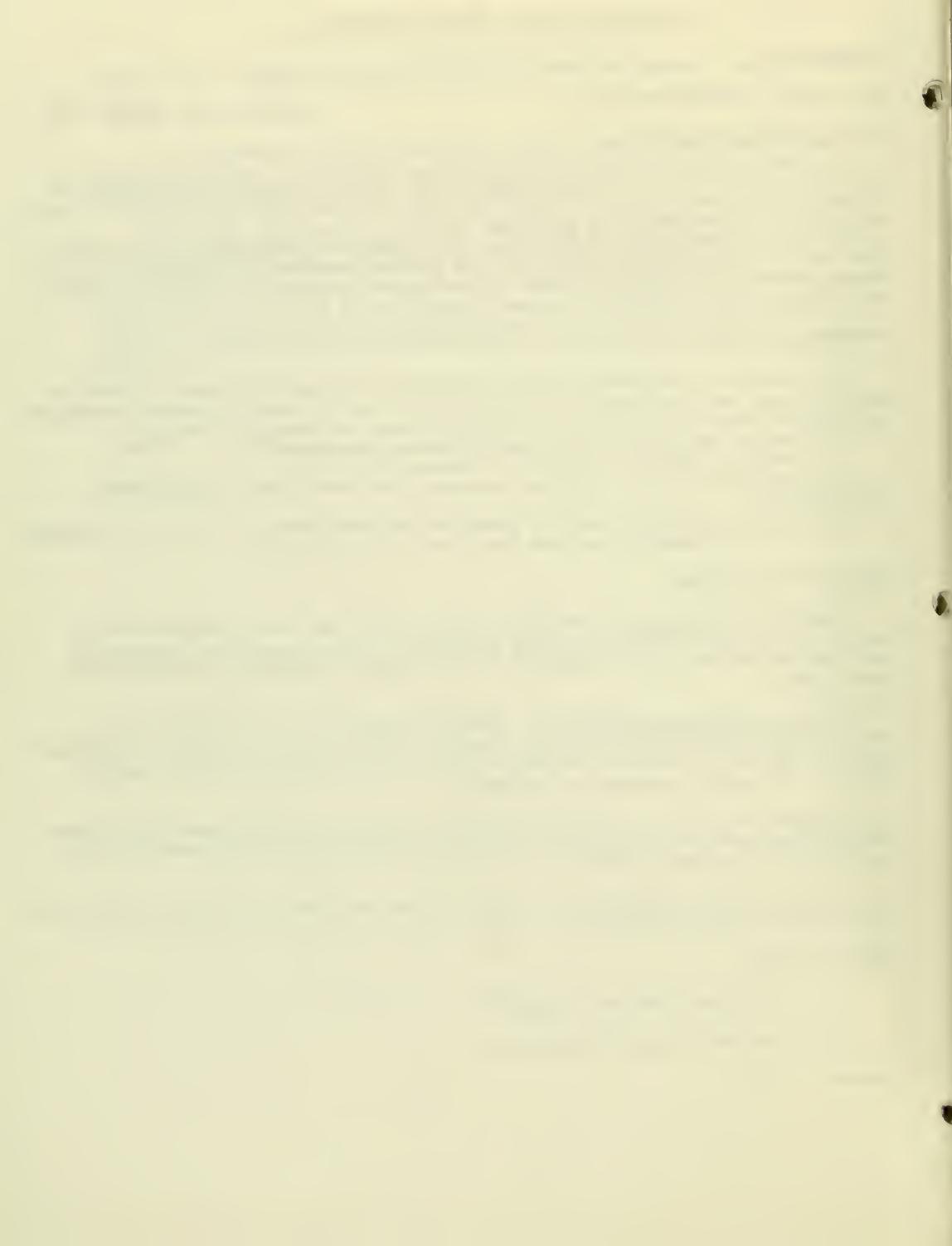
Requires skill in the use of a variety of hand and power tools and in the use and application of various materials.

PROMOTIVE LINES:

To : 3522 Senior Museum Preparator

From: Original entrance examination

Amended: 11/2/73



SAN FRANCISCO CIVIL SERVICE COMMISSION

(AMENDED)

CLASS TITLE: SENIOR MUSEUM PREPARATOR

CODE: 3522

CHARACTERISTICS OF THE CLASS:

Under direction, in a leadman capacity, constructs special museum fixtures, showcases, temporary walls and partitions; installs and arranges exhibits; and performs related duties as required.

Requires responsibility for: Explaining and carrying out methods and procedures relating to the handling of valuable objects of art. Nature of work requires manual dexterity in unusual care in the handling of valuable art objects.

EXAMPLES OF DUTIES:

1. Acts as leadman in the installation, removal and salvage of exhibit fixtures; confers with curatorial staff in the planning and construction of exhibits and accessory materials.
2. Constructs certain types of installations, such as vitrines and showcases, pedestals, settings, temporary partitions (including framing and hanging of doors), walls and special exhibit effects.
3. Paints and wallpapers exhibition installations.
4. Adjusts or installs additional lighting fixtures for exhibits.
5. Preparation, hanging and installation of art objects for exhibits.
6. Prepares cost and material estimates for new installation and construction jobs; requisitions lumber and other supplies and equipment.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by four years of progressively responsible experience in the preparation, construction and installation of exhibit displays; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good knowledge of: The standard tools, practices and methods used in painting; rough and finish carpentry as well as cabinet work; and the use of different materials such as various kinds of lumber, fabrics, plastics, mechanical fasteners, and adhesives.

Requires ability to: Establish and maintain effective working relationships with the curatorial staff; estimate costs and construct a wide variety of wooden fixtures; physically handle delicate and valuable works of art with extreme care; direct and work with a small group of assistants in the installation of exhibits.

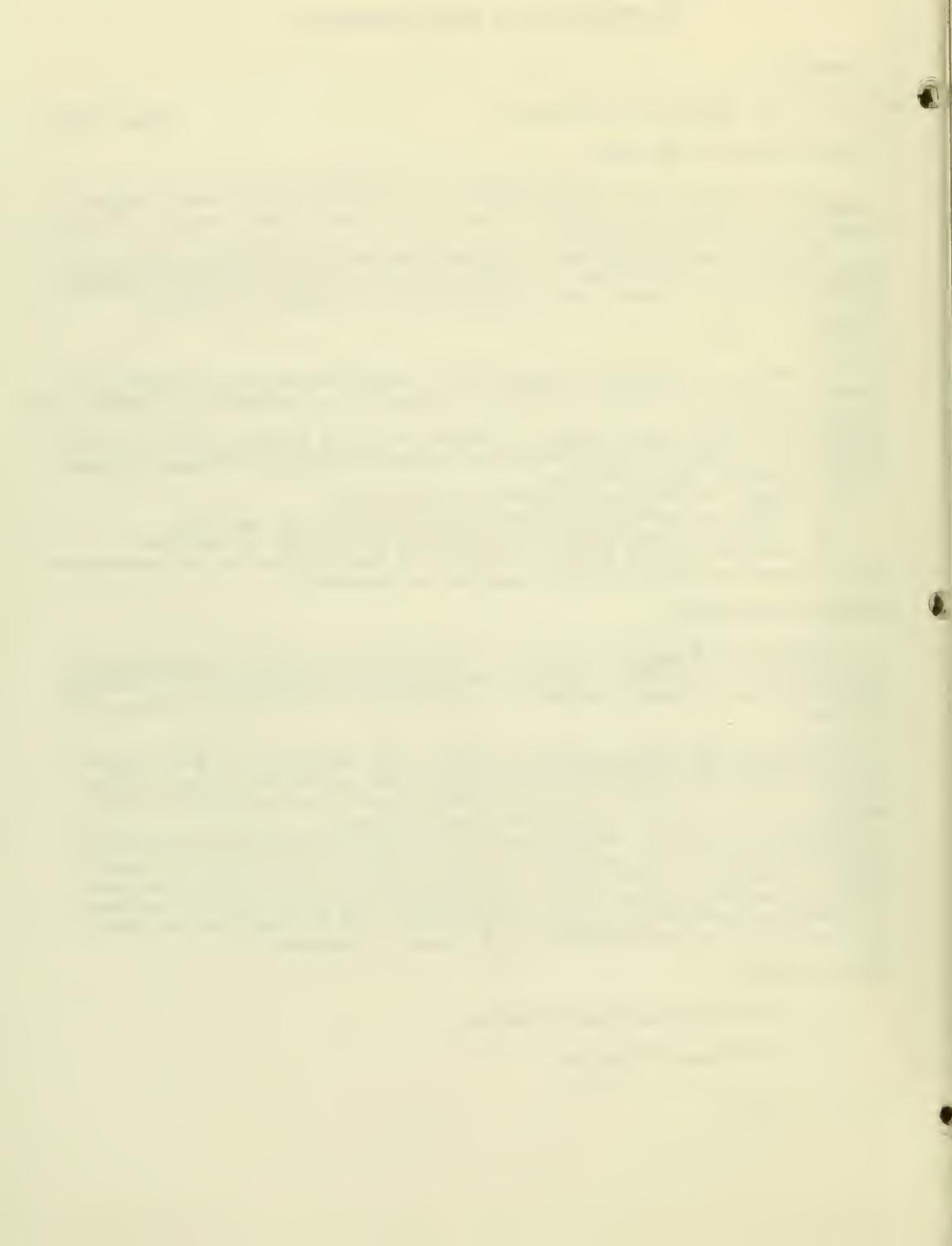
Requires considerable skill in the use and care of the usual hand and power tools and in the use and application of a variety of materials.

PROMOTIVE LINES:

To : 3524 Principal Museum Preparator

From: 3520 Museum Preparator

Amended: 11/2/73



*Insect Lato*  
*B. Bailey*

SAN FRANCISCO CIVIL SERVICE COMMISSION

(AMENDED)

*Specs*  
CLASS TITLE: PRINCIPAL MUSEUM PREPARATOR

CODE: 3524

CHARACTERISTICS OF THE CLASS:

Under general direction, supervises the design and construction of special museum fixtures, showcases, temporary walls and partitions; installs and arranges exhibits; and performs related duties as required.

Requires major responsibility for: Explaining and carrying out methods and procedures relating to the handling of objects of art. Nature of work requires manual dexterity in unusual care in the handling of valuable art objects.

EXAMPLES OF DUTIES:

1. Confers with curatorial staff in the planning and construction of the most difficult and special exhibits and accessory materials.
2. Designs and constructs special installations, such as vitrines and showcases, pedestals, settings, temporary partitions (including framing and hanging of doors), walls and special exhibit effects.
3. Paints and wallpapers difficult exhibition installations.
4. Adjusts or installs additional lighting fixtures for exhibits.
5. Preparation, hanging and installation of art objects for exhibit.
6. Supervises the installation, removal and salvage of important and valuable exhibits and other art objects.
7. Prepares cost and material estimates for new installation and construction jobs; requisitions lumber and other supplies and equipment.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by six years of progressively responsible experience in the preparation, construction and installation of exhibit displays; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: The standard tools, practices and methods used in painting; rough and finish carpentry, as well as cabinet work; and the use of different materials such as the various kinds of lumber, fabrics, plastics, mechanical fasteners and adhesives.

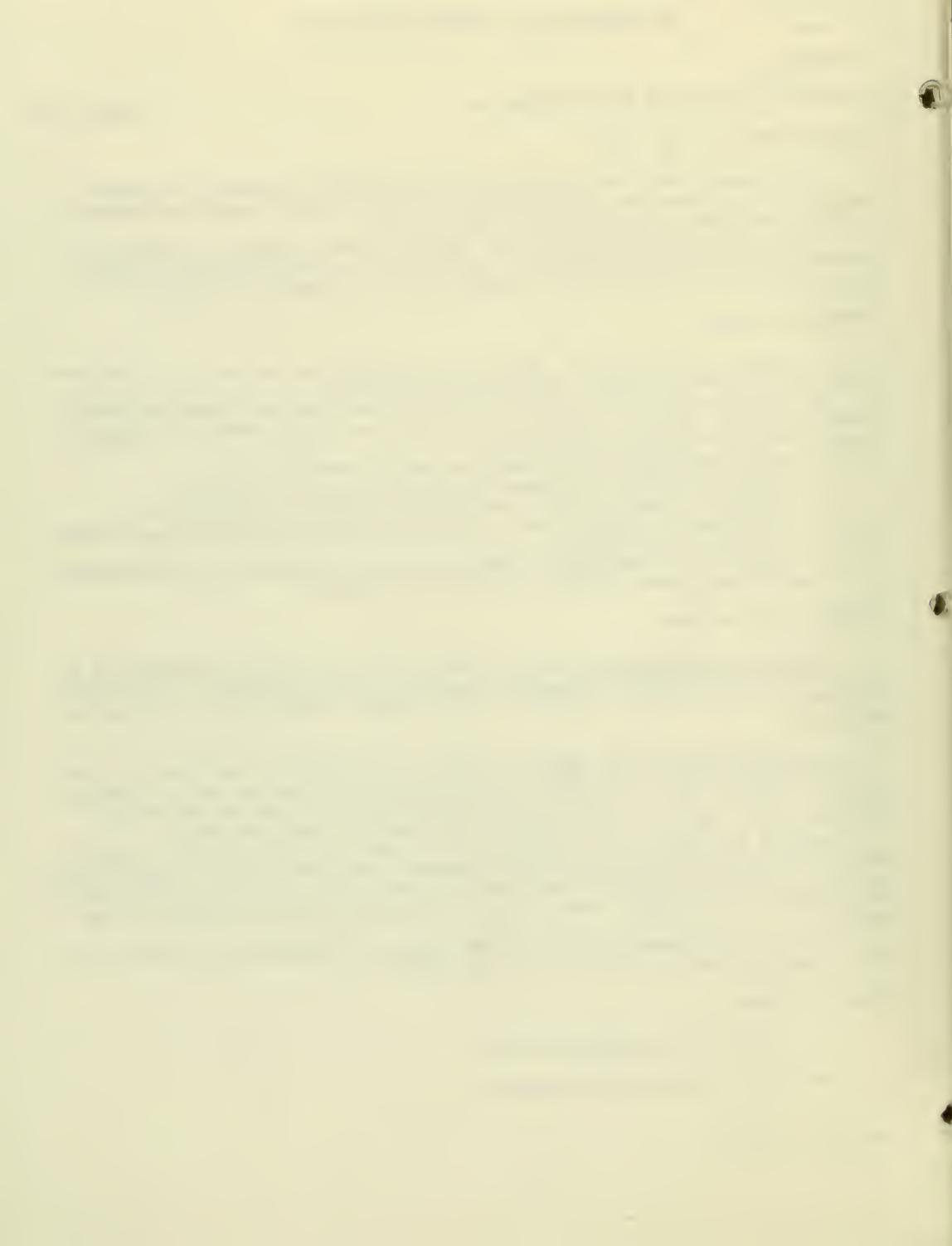
Requires good ability to: Establish and maintain effective working relationships with the curatorial staff; design, estimate costs and construct a wide variety of wooden fixtures; physically handle delicate and valuable works of art with extreme ease; direct and work with a small group of assistants in the installation of exhibits.

Requires considerable skill in the use and care of hand and power tools and in the use and application of a variety of materials.

PROMOTIVE LINES:

To : 3525 Chief Museum Preparator

From: 3522 Senior Museum Preparator



SAN FRANCISCO CIVIL SERVICE COMMISSION

NEW CLASS

CLASS TITLE: CHIEF MUSEUM PREPARATOR

CODE: 3525

CHARACTERISTICS OF THE CLASS:

Under administrative direction, assigns, directs and coordinates the work of subordinate Museum Preparators in the M. H. deYoung Memorial Museum and the California Palace of the Legion of Honor; supervises both the construction of temporary exhibition units and the construction, remodeling or redecorating of permanent built-in cases, exhibits or galleries; and performs related duties as required.

Requires major responsibility for: Conferring with the Director, Curators and Designers on plans for construction; interpreting blueprints and/or models; estimating time required and costs involved; determining and ordering materials required; supervising and instructing employees in carrying out the construction.

EXAMPLES OF DUTIES:

1. Confers with the Director, Curators and Designers in the planning of the construction, redecoration or installation of art objects for all temporary and permanent exhibits, built-in showcases or galleries to determine priorities and estimate time and cost involved and general procedures.

2. Interprets blueprints, designs and models to decide on type of material and method of construction to be used.

3. Supervises construction of all temporary exhibition units, including walls, ceilings, showcases and their painting, papering and decorating.

4. Plans and supervises the rehanging and/or redecorating of permanent exhibition galleries and the construction or remodeling of permanent built-in cases or exhibits.

5. Supervises and instructs employees in the proper use of woodworking machinery, such as power saws, power jointers and power routers, carpentry hand tools, painting equipment, and power-operated hoists and various hand-operated lifts, slings and ropes used in the moving of works of art.

6. Assigns duties to employees under his supervision and shifts employees, material and equipment to coordinate the work load in the two museums.

7. Purchases materials, machinery and supplies needed for work assigned.

8. Supervises maintenance and overhauling of machinery and equipment assigned to his use.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by eight years of progressively responsible experience in the supervision and construction of museum exhibits, including at least two years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of the design and construction of museum exhibits, including the interpretation of blueprints, designs and models, and of the procedures in the operation of power and hand tools used in carpentry.

Requires good ability to: Maintain effective working relationships with the Director, Curators and Designers in the implementation of construction plans; supervise and instruct Preparators in construction operations; estimate costs and order materials, machinery and supplies required; be sensitive to good principles of design.

Requires considerable knowledge of the use and care of hand and power tools used in carpentry and cabinet making trades and in the moving of art objects.

(over)

CLASS TITLE: CHIEF MUSEUM PREPARATOR

CODE: 3525

PROMOTIVE LINES:

To : No normal lines of promotion

From: 3524 Principal Museum Preparator

ADOPTED: 4/24/72

CLASS TITLE: MUSEUM CONSERVATOR ASSISTANT

CODE: 3526

CHARACTERISTICS OF THE CLASS:

Under supervision, assists in the conservation of oil paintings and other works of art; repairs, refinishes and constructs picture frames; and performs related duties as required.

Requires responsibility for: following established methods and procedures relative to the conservation of paintings and other works of art. Nature of work requires normal attention with intermittent periods of concentration and considerable manual dexterity in connection with the conservation of paintings and other works of art.

EXAMPLES OF DUTIES:

1. Assists in conserving oil paintings by preparing various solutions and operating special lights and other equipment; cleans and performs the less difficult operations in repairing canvases; relines and spray varnishes paintings.

2. Repairs and refinishes picture frames; constructs new frames and applies various finishes, including gold leaf; operates power saws and other tools in making repairs to antique furniture; assists in shipping and installing exhibits.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of two years of study at an accredited art school or college, with courses in art history and techniques of painting, supplemented by supervised training in art conservation; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of: the equipment, materials and techniques used in the conservation of oil paintings and other objects of art; art history and the chemical factors in paints.

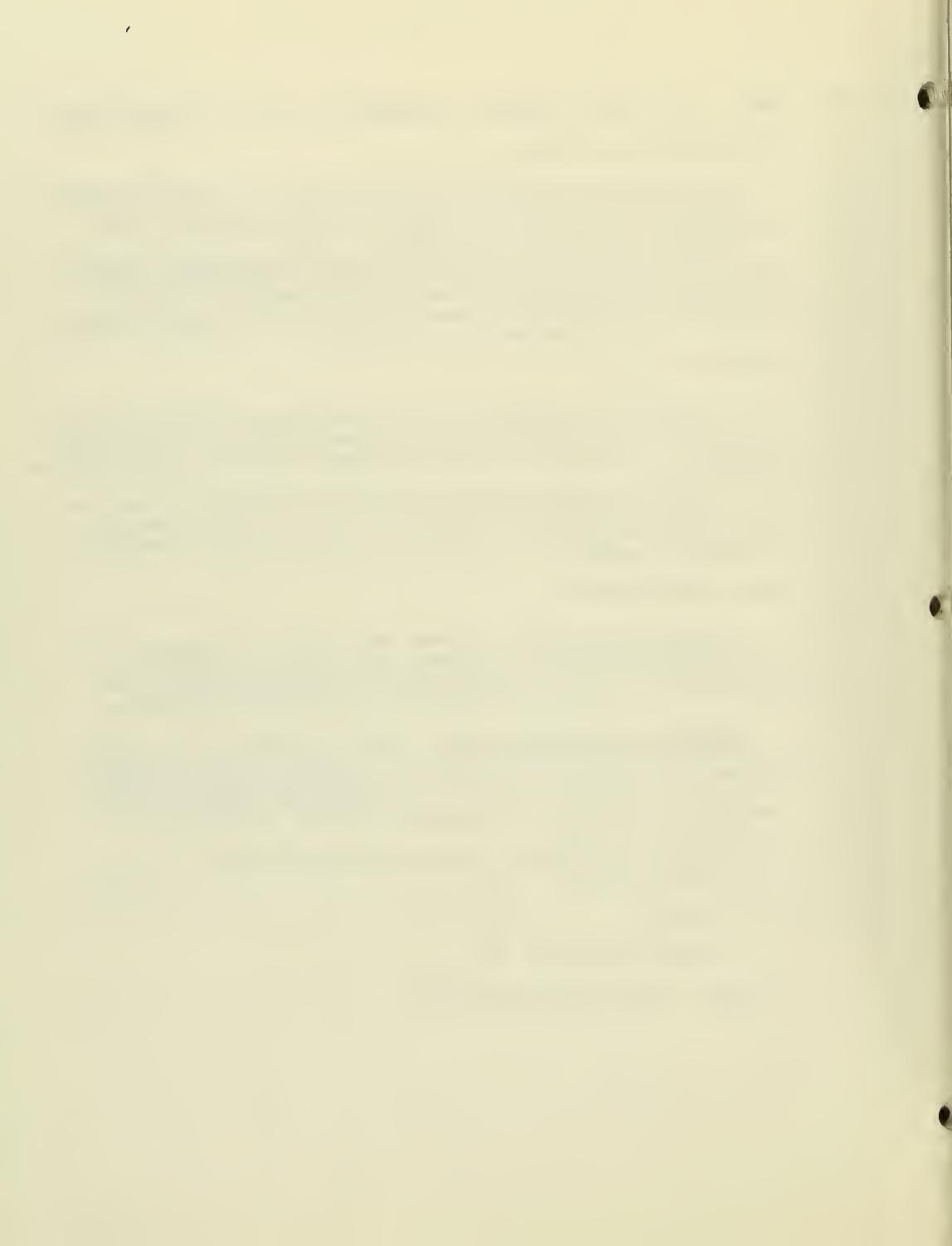
Requires ability to: acquire the knowledges and techniques of art conservation work; establish and maintain effective working relationships with staff personnel.

Requires skill in the use of hand and power wood-working tools and brush and spray painting.

PROMOTIVE LINES:

To: Museum conservator

From: Original entrance examination



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: MUSEUM CONSERVATOR ASSISTANT (AVERY BRUNDAGE  
COLLECTION OF ASIAN ART)

CODE: 3527

CHARACTERISTICS OF THE CLASS:

Under supervision, assists in the conservation of Asian art objects; maintains proper climate for the art objects; and maintains records of restorations and restoration and conservation procedures; and performs related duties as required.

Requires responsibility for: following established methods and procedures relative to the conservation of Asian art objects. Nature of work requires normal attention with intermittent periods of concentration and considerable manual dexterity in connection with the conservation of Asian art objects.

EXAMPLES OF DUTIES:

1. Assists in repairing, refinishing and restoring Asian art objects in wood, metal, stone, paper, textile, laquer and ceramics; cleans or assists in cleaning Asian art objects; operates special cleaning equipment and special conservation equipment and small power tools in conserving and restoring the art objects.
2. Monitors, adjusts, maintains and installs special climate control equipment and maintains records of museum exhibit environment.
3. Types and maintains clear and accurate records of restoration and conservation procedures for the Conservation Department; makes drawings or diagrams of restorations.
4. Assists in care of storage facilities and equipment; maintains conservation laboratory in orderly manner; maintains supply inventory.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of two years of study at an accredited art school or college, with courses in art history, ceramics, textiles, sculpture, and techniques of scroll and screen, supplemented by one year of supervised training in a museum laboratory; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of: the equipment, materials and techniques used in the restoration and conservation of Asian art objects and a knowledge of art history.

Requires ability to: acquire the knowledge and techniques of art conservation work and establish and maintain effective working relationships with staff personnel.

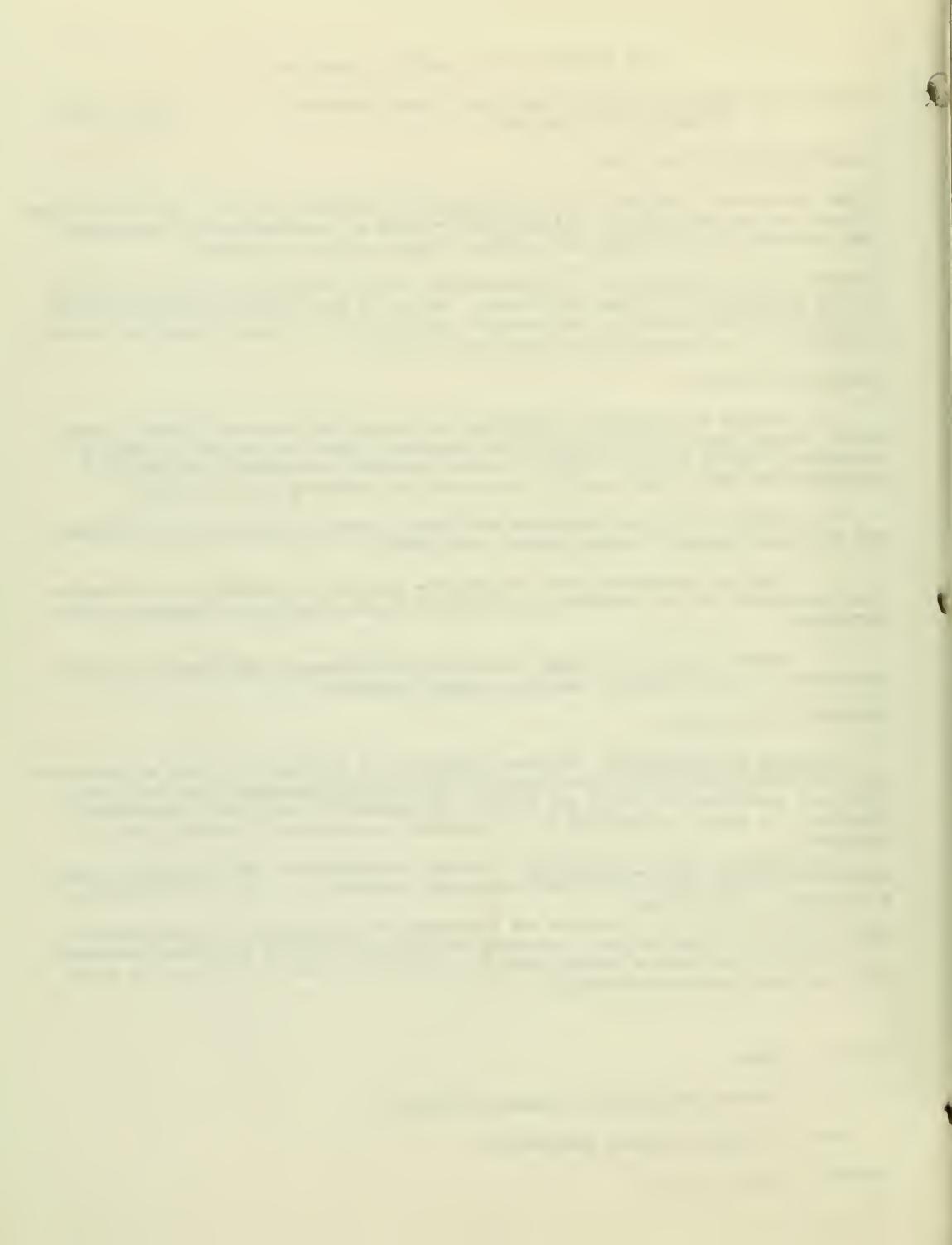
Requires considerable manual dexterity and skill in the use of hand and power tools and brush and spray painting.

PROMOTIVE LINES:

To : Museum Conservator, Brundage Collection

From: Original entrance examination

ADOPTED: August 31, 1967



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: MUSEUM CONSERVATOR

CODE: 3528

CHARACTERISTICS OF THE CLASS:

Under general direction, performs highly skilled work in connection with the inspection, repairing, and conservation of various works of art; examines and researches oil paintings; examines, cleans and repairs decorative art objects, including furniture, bronzes, sculptures and other decorative art objects; supervises the making, repairing, and refinishing of picture frames; and performs related duties as required.

Requires responsibility for: explaining and carrying out existing methods and procedures relative to the conservation and repair of paintings and decorative art objects; making routine contacts with museum officials relative to art conservation activities. Nature of work requires normal attention with intermittent periods of concentration and considerable manual dexterity in connection with the conservation of paintings and other works of art.

EXAMPLES OF DUTIES:

1. Inspects works of art in the museum's collections to determine condition, need for repairs and methods of conservation; cleans, repairs and conserves damaged or aged oil paintings; examines and authenticates works of art submitted to the museum; researches art history, technology of painting, and technology of art conservation to assist in evaluations and procedures.

2. Inspects, cleans, and repairs decorative art objects, such as furniture, bronzes and gilded bronzes, sculpture, fabrics, weaponry, shipmodels, armor, china, pottery, glass, and musical instruments; conducts research to obtain special information on art objects and antiques relative to conservation.

3. Operates and uses various small machines and hand tools in repairing, refinishing, and conserving decorative art objects; maintains shop and equipment; requisitions or personally purchases supplies and replacement materials required.

4. Supervises the making, repairing, and refinishing of picture frames; gilds frames; confers with curatorial staff in the care of paintings and other art objects.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of art school training and an apprenticeship program under an experienced conservator, supplemented by five years of art conservation experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: chemistry and physics related to the examination and conservation of oil paintings and other decorative works of art; considerable knowledge of the principles and techniques of repairing damaged sculptures, furniture, cabinets, and other objects of art; paintings of all types and periods; decorative arts of all types and periods.

Requires considerable ability to: inspect objects of art and determine need and type of repair and conservation work required; maintain effective working relationships with staff personnel.

Requires professional skill in the conservation of oil paintings and other decorative works of art.

PROMOTIVE LINES:

To : No normal line of promotion

From: Museum Conservator's Assistant



SAN FRANCISCO CIVIL SERVICE COMMISSION

(AMENDED)

CLASS TITLE: MUSEUM CONSERVATOR (AVERY BRUNDAGE COLLECTION  
OF ASIAN ART)

CODE: 3529

CHARACTERISTICS OF THE CLASS:

Under general direction, performs highly skilled work in connection with the inspection, preparation, storage and conservation of various works of Asian Art; supervises the repair and conservation of these objects; the operation of radiological equipment; the design, installation and maintenance of environmental control equipment; and performs related duties as required.

Requires responsibility for: Explaining and carrying out existing methods and procedures relative to the conservation and repair of works of Asian Art; making routine contacts with museum officials relative to art conservation activities. Nature of work requires normal attention with intermittent periods of concentration in connection with the conservation of works of Asian Art, and in the operation of technical equipment.

EXAMPLES OF DUTIES:

1. Inspects works of art in the museum's collection to determine condition, need for repair and methods of conservation; cleans, repairs and conserves damaged or aged art objects; examines and authenticates works of art submitted to the museum; researches art history, technology scrolls, screens, jades, bronzes, ceramics, wood and stone sculptures, and technology of art conservation to assist in evaluations and procedures.

2. Supervises the making, repairing, and care of various objects of Asian Art; confers with curatorial staff in the care of these objects.

3. Makes nondestructive x-ray examinations of a variety of art objects and interprets findings to determine internal structure, alterations, damage or loss not visible because of previous restorations, techniques of construction and number of pieces, anomalies of structure and density pattern, obscured inscriptions, signature and dates; produces accurate and complete radiological information.

4. Recommends acceptable environmental control conditions and equipment to include humidification, dehumidification, and light; supervises the installation, regular monitoring and recording of the collection's environmental control equipment for safe storage or display of the collection; adopts and modifies cases for use with climate controlling devices and equipment; coordinates with builders of specially controlled exhibition cases and materials.

5. Responsible for storage and conditions for stored materials of the collection; originates or designs special storage techniques or equipment for particular or unusual types of collection material.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree with major course work in art, supplemented by course work in x-ray technology; five years of art conservation experience, of which one year should consist of conservation of Oriental and Asian Art, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: The operation of radiological equipment and procedures of environmental control; chemistry and physics related to the examination and conservation of works of art; considerable knowledge of the principles and techniques of repairing and care of

CLASS TITLE: MUSEUM CONSERVATOR (AVERY BRUNDAGE COLLECTION  
OF ASIAN ART)

CODE: 3529

MINIMUM QUALIFICATIONS: (contd)

objects of Asian Art.

Requires considerable ability to inspect objects of art and determine need and type of repair and conservation work required; determine environmental controls for storage, exhibition and shipping of art objects requiring special handling; operate and maintain safety conditions in the use of radiology equipment; maintain effective working relationships with staff personnel.

PROMOTIVE LINES:

To : No normal lines of promotion

From: 3627 Museum Conservator Assistant  
(Avery Brundage Collection of Asian Art)

AMENDED: April 1, 1969

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: CURATOR, AVERY BRUNDAGE COLLECTION OF ASIAN ART

CODE: 3530

CHARACTERISTICS OF THE CLASS:

Under general supervision, assists in the preparation, planning, research, cataloging and preservation of Asian art and culture exhibits; conducts tours, lectures and classes on museum exhibits and activities; and performs related duties as required.

Requires responsibility for: Explaining and carrying out existing methods and procedures relating to museum activities; making regular responsible contacts with individuals and groups and providing information and instructions on museum exhibits and activities; preparing and maintaining operational records and reports of assigned activities.

EXAMPLES OF DUTIES:

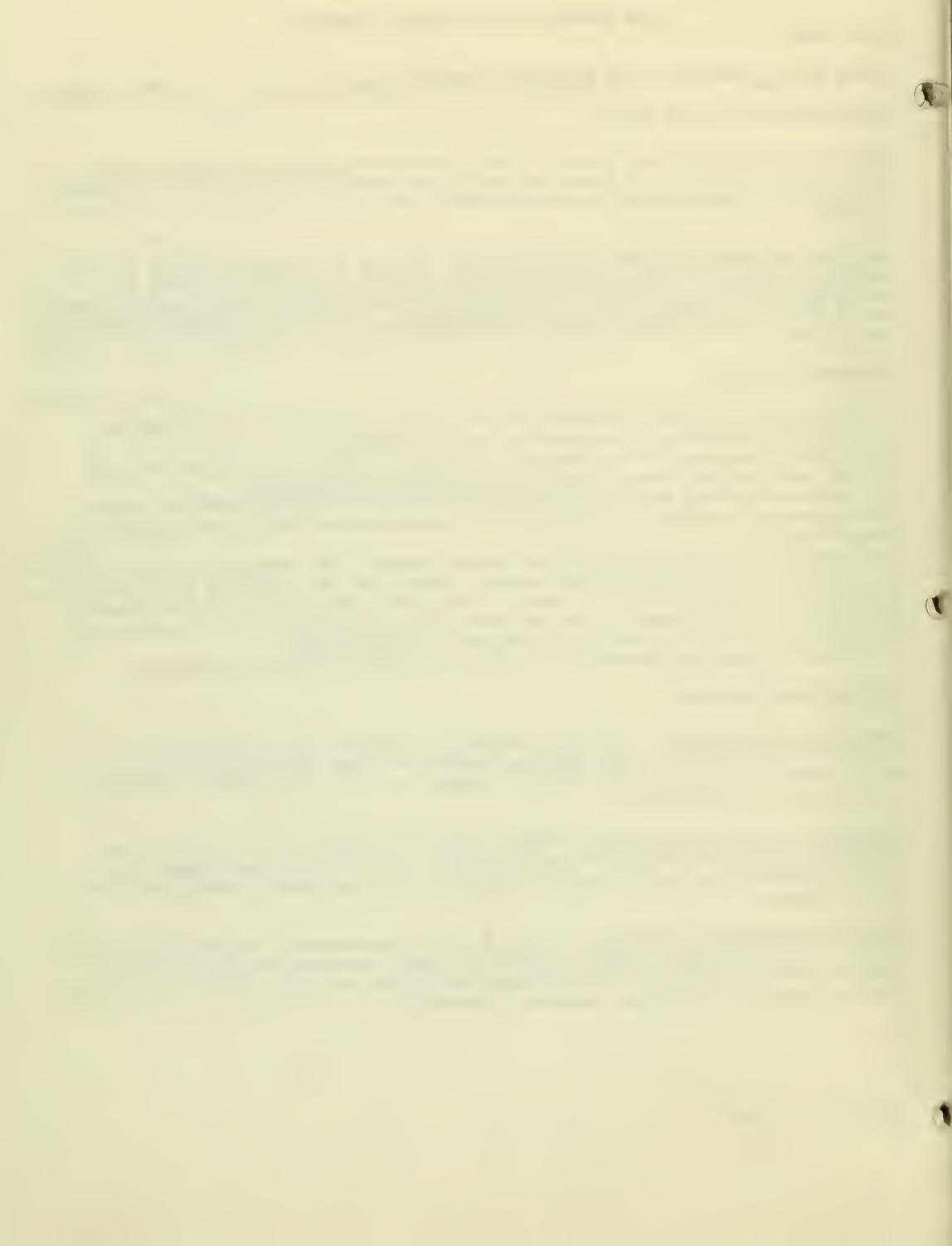
1. Researchs and prepares material for the main catalog and special exhibition catalogs and handbooks of the Avery Brundage Collection.
2. Conducts research for and prepares and installs exhibits; gives lectures and gallery talks on art objects, exhibits and displays in the museum.
3. Makes collections available for study by students and schools and for inspection by museum visitors; is responsible for the preparation and installation of museum exhibits.
4. Schedules, prepares and gives lectures on Oriental art, exhibits and gives lectures in the public schools and to other various groups; may show pertinent materials from the museum's collections in the course of lectures; conducts tours of the museum's galleries to various groups, clubs and school classes; assists in the planning and circulating of exhibits available to educational institutions.
5. Examine, study and research art objects sent to the museum for purchase.

MINIMUM QUALIFICATIONS:

Training and experience: Requires completion of a Master of Arts, with major course work in Far Eastern Art Hisotry; requires at least three years of responsible museum experience in the field of Oriental art, or an equivalent combination of training and experience.

Knowledge, abilities and skills: Requires good knowledge of: The fine arts and art history; the methods and techniques in instructing and training others in art and art appreciation, particularly in Oriental art appreciation; museum operations and procedures.

Requires considerable ability to: Speak and write effectively; create interest in art and art appreciation through lectures and public speeches; meet and deal tactfully and enthusiastically with the general public and various groups; employ a good reading knowledge of Chinese, Japanese or Sanscrit.



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PROGRAM MANAGER, KALW RADIO STATION

CODE: 3532

CHARACTERISTICS OF THE CLASS:

Under direction, coordinates and manages the broadcast programming of the School District's public radio station; selects, develops and schedules programming; supervises the work of technical, clerical and volunteer staff; and performs related duties as required.

DISTINGUISHING FEATURES:

This single position class is responsible for implementing station program policy developed by the General Manager, KALW Radio Station, in accordance with School District and FCC guidelines. The incumbent plans, selects and schedules the programming, orders the programming from a variety of vendors, and manages the program contracts. Additionally, the incumbent supervises operations personnel and a volunteer production staff.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Develops and implements station programming in conjunction with General Manager, District resource personnel, volunteer producers and community groups; plans program specials and series; schedules programs for broadcast; writes program descriptions for program guide.
2. Supervises radio announcers, clerical and volunteer personnel; assigns on-air shifts; oversees the training of operators; evaluates employee performance; recommends disciplinary actions.
3. Seeks out, selects and orders programming for broadcast from a variety of vendors including National Public Radio, American Public Radio, national tape archives, private production companies and independent producers; maintains contracts with vendors for program broadcast rights.
4. Interprets Federal Communications Commission policies that effect the on-air duties or performance of radio announcers and operators; oversees daily program logs and weekly satellite schedule; oversees review of station logs and discrepancy reports; advises General Manager of equipment and supply needs.
5. Represents the station's programming needs at National Public Radio and National Federation of Community Broadcaster meetings; serves as a representative of the radio station at community and other public meetings, including Community Advisory Board and Friends of KALW.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

DOCUMENTS DEPT.

OCT 19 1987

SAN FRANCISCO  
PUBLIC LIBRARY

CLASS TITLE: PROGRAM MANAGER, KALW RADIO STATION

CODE: 3532

QUALIFICATIONS: (Cont.)

Knowledge, Abilities and Skills: Knowledge of: the principles and practices of broadcast operations and production techniques; national, local and individual program sources; FCC and National Public Radio policies, guidelines and regulations.

Ability to plan, develop and organize individual programs and series to implement station policy; assign, direct and review the work of subordinates; communicate effectively in speech and writing; establish and maintain cooperative working relationships.

ADOPTED: 9/3/87

#2003m(b)

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES****SAN FRANCISCO  
PUBLIC LIBRARY****JOB CODE TITLE: GENERAL MANAGER, KALW, S.F.U.S.D.****JOB CODE: 3533**

Business Unit: SFUSD

**Definition:** Under general administrative direction of the Chief Executive Officer, the General Manager performs difficult and responsible administrative and management work pertaining to the operations of the KALW public education radio station; assures KALW reflects the values advanced by the School District to the San Francisco metropolitan area; acts on behalf of the licensee as manager of the station; directs and manages the administration, operations, and programming of KALW for a large and culturally diverse metropolitan audience; develops and implements new programming; facilities management; underwriting grant and fund-raising programs; public relations; and oversight for the technical quality of the KALW signal; and develops, administers, and monitors the station's budget and is responsible for fiscal management of KALW.

**Distinguishing Features:** This is a single position classification specific to the San Francisco Unified School District (S.F.U.S.D.). The incumbent in this class performs difficult and responsible administrative and management work pertaining to operations of the public educational radio station located at John O'Connell School. It is distinguished from Class 3532 Program Manager, KALW, in that it has overall management responsibility for all operational functions and activities.

**Supervision Exercised:** The incumbent in this class supervises the 3532 Program Manager and manages, through subordinate supervisors, SFUSD employees, volunteers and consultants performing technical and programming functions.

**Examples of Important and Essential Duties:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class(es) and are not intended to be an inclusive list.

1. Provides leadership for management and operation of KALW, assuring that on-air operation reflects the mission of the station and of the School District; provides direction for development and implementation of long-range plans for present and future direction of station.
2. Provides effective liaison and interaction with School District administrators, School Board and other representatives of licensee.
3. Represents KALW in broadcast-related matters to external constituencies at local, state and national level, interacting with community, business and public service groups, media representatives, government officials, and public broadcasting representatives on behalf of the station.
4. Supervises, manages, coordinates, directs and provides oversight of the activities and duties of station employees, volunteer producers, and volunteer staff.

5. Plans, directs and coordinates the operation of the station to assure compliance with all federal and state laws and regulations; directs and assures implementation and compliance with the Federal Communications Commission (FCC) regulations, including technical, program, and operating standards. Equal Employment Opportunity (EEO) policies, public file and public disclosure requirements and other record-keeping, and reporting requirements, as well as the CPB standards for public radio stations, consulting as necessary with Board of Education attorneys and outside FCC counsel.
6. Works with and oversees staff in production of programming and development of new programs; negotiates program acquisitions from producers and other vendors.
7. Leads the production of the KALW annual budget in association with District administrators, Board of Education members, and station personnel; and justifies, administers, and regularly monitors expenditures to ensure budgetary reconciliation and accountability.
8. Determines funding and fundraising goals based on coordination with School District budget personnel; designs and coordinates fundraising and other development activities; and supervises and coordinates underwriting activities and grant proposals.
9. Sets general targets for audience composition and growth, and recommends and develops programming and other strategies to achieve these goals.
10. Works with District and KALW staff to develop and implement training and internship programs, including development and implementation of model programs for District students.
11. Monitors industry trends, particularly in areas of technology and competitive market strategies to enable KALW to maximize opportunities and improve market position.
12. Oversees the maintenance, upgrading, and improvement of technical facilities and operations and, acquiring and allocating resources in order to improve quality and scope of KALW's signal and services in the Bay Area.
13. Performs other duties as required.

**Job-related and Essential Qualifications:**

**Knowledge of:** principles and practices of broadcasting management including broadcast operations and production techniques; public radio programming practices; methods and techniques of budgeting, organizing and administration; familiarity with FCC and national Public Radio policies, guidelines and regulations.

**Ability to:** plan, organize, develop and review the work of subordinates; develop work procedures; review and analyze data; deal tactfully and maintain good relations with School District personnel, students and the general public; communicate effectively orally and in writing.

**Experience and Training Guidelines:**

1. Possession of a baccalaureate degree in broadcasting or related field from an accredited university or college;

**JOB CODE TITLE: GENERAL MANAGER, KALW, S.F.U.S.D.**

**JOB CODE: 3533**

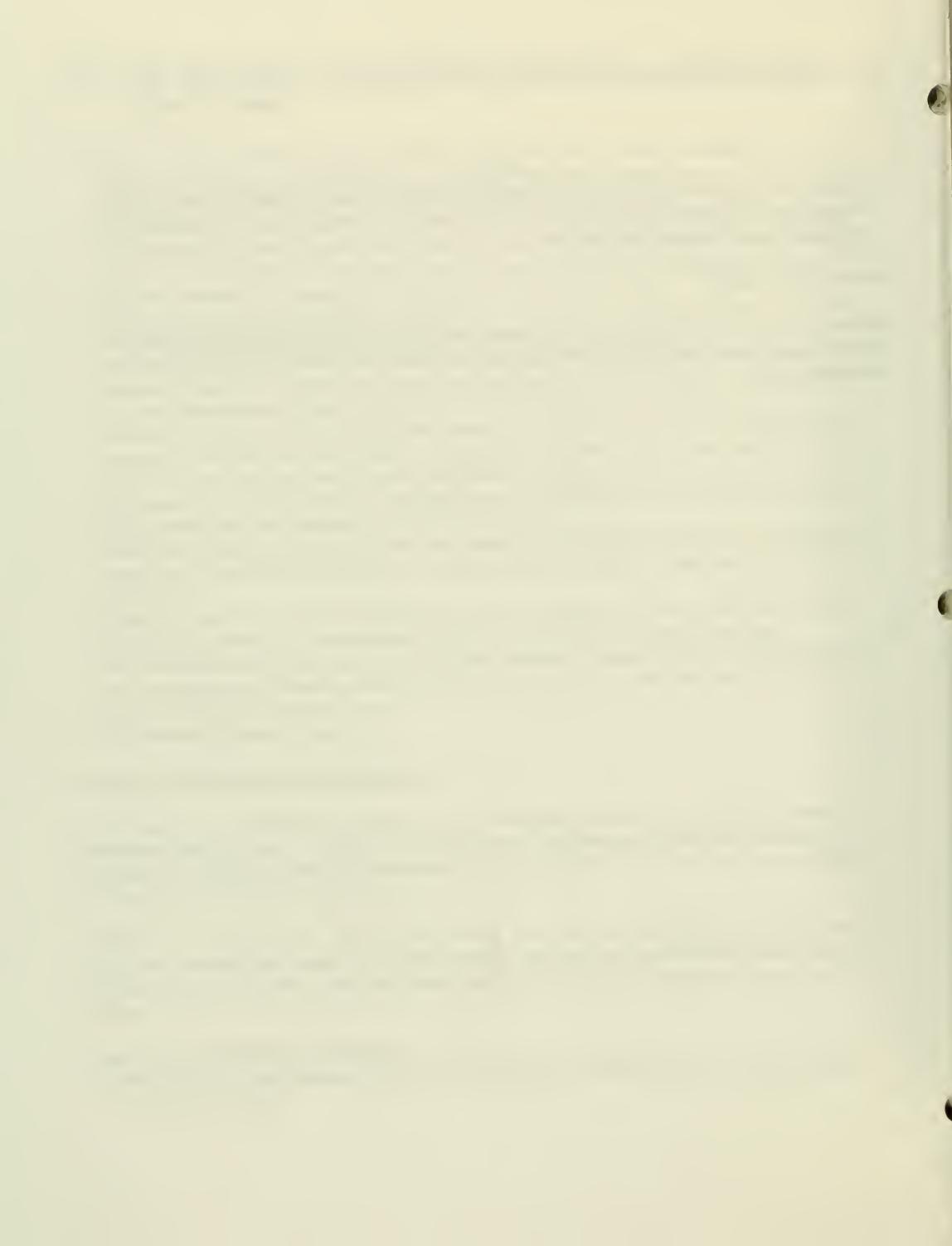
**Business Unit: SFUSD**

**AND**

2. Seven (7) years responsible professional experience in public radio broadcasting and budget management, and grant writing of which, at least three (3) years will be in a administrative, management and/or supervisory position.

**Effective Date: 8/18/00**

**Reason For Creation of a New Class:** To reactivate Class 3533, General Manager, KALW, S.F.U.S.D., and accurately reflect the current tasks, knowledge, skills, and abilities performed by this classification.



CLASS TITLE: MUSEUM PHOTOGRAPHER

CODE: 3534

CHARACTERISTICS OF THE CLASS:

Under direction, photographs paintings, sculptures and other museum art objects for purposes of research, study, lectures or publications; processes films, retouches negatives and develops prints; and performs related duties as required.

Requires responsibility for: performing specialized photographic duties on own initiative, with limited guidance from the curatorial staff; achieving certain economies and/or preventing losses, through conservation of photographic materials and supplies and careful handling of expensive equipment.

EXAMPLES OF DUTIES:

1. Prepares settings and arranges and adjusts lighting effects; photographs paintings and sculptures in black-and-white and color; prepares infra-red, ultra-violet and three dimensional photographs for research, study and verification by experts in other museums; photographs furniture and decorative art objects for publication in newspapers, books and periodicals; photographs complete exhibitions and gallery installations.

2. Prepares and formulates chemicals for processing; processes films in accordance with the desired negative characteristics; corrects color balance of transparencies through chemical means; retouches negatives and prepares contact prints and enlargements.

3. Maintains and makes minor repairs to equipment; estimates and orders supplies for photography purposes.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school, supplemented by professional training in illustrative photography, and at least three years of increasingly responsible experience in various phases of black-and-white and color photography and related photographic laboratory work; or an equivalent combination of training and experience.

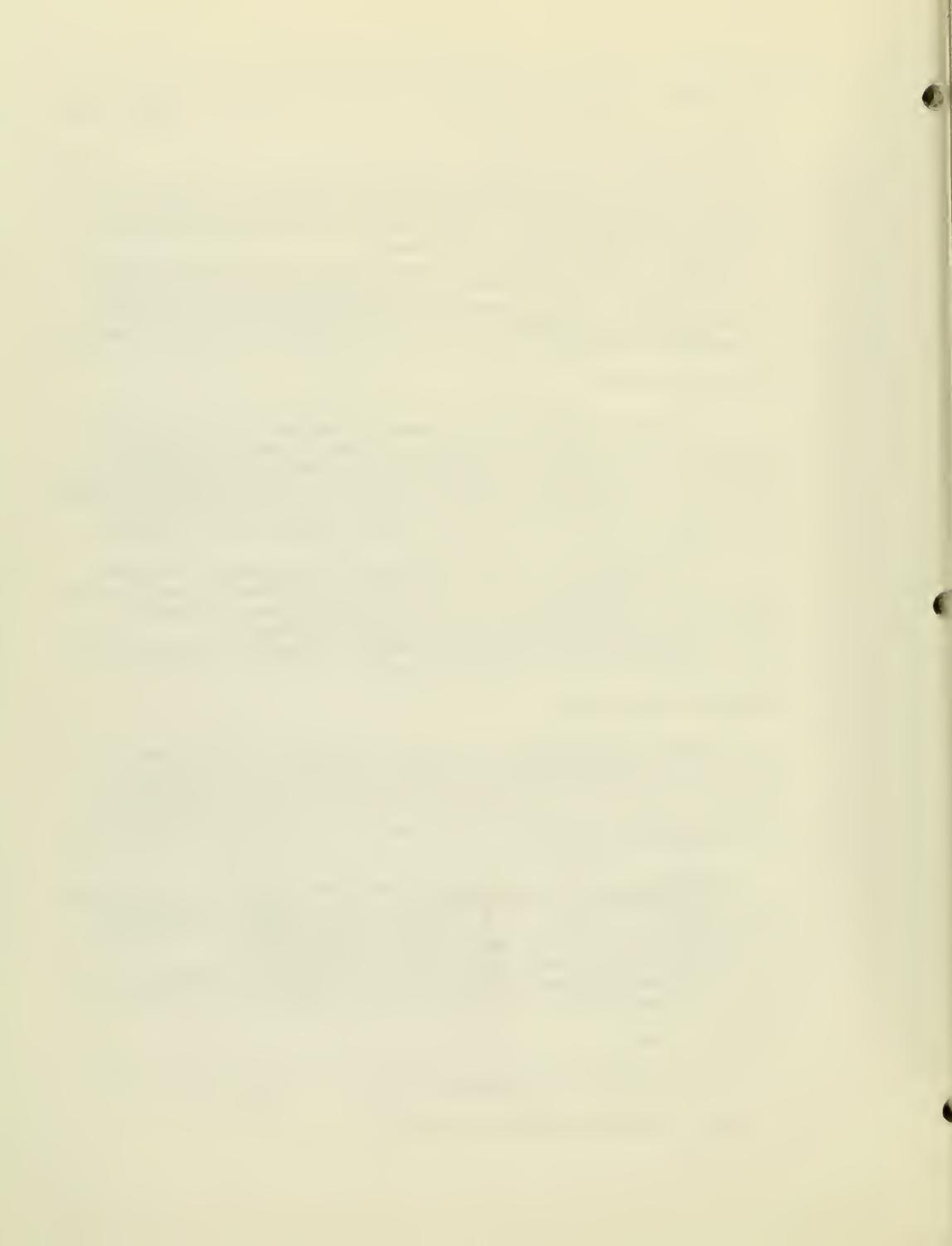
Knowledge, Abilities and Skills: Requires considerable theoretical and working knowledge of the principles and techniques of photography, with specific application to illustrative work, together with some knowledge, interest in and appreciation of works of art.

Requires ability and skill to use good judgment and ingenuity in solving complex problems in photographing oil paintings and other art objects for special purposes.

PROMOTIVE LINES:

To: No normal line of promotion

From: Original entrance examination



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: RADIO ANNOUNCER-OPERATOR

CODE: 3535

CHARACTERISTICS OF THE CLASS:

Under general supervision, operates all equipment necessary for the broadcast of all programs listed on the daily program log; makes all necessary entries on the operations log; assists teachers with student radio-related experiences; and performs related duties as required.

DISTINGUISHING FEATURES:

The Radio Announcer-Operator is responsible for broadcasting prescribed noncommercial, educational programs for Radio Station KALW located at the John O'Connell School. The incumbents of these positions will also assist certificated staff with the training of students in radio broadcasting. Positions in this class are not responsible for technical maintenance work.

EXAMPLES OF DUTIES:

1. Operates tape decks, turntables, mixers, microphones, control boards and remote control equipment.
2. Maintains the program log as to time programs are on and off the air; records meter readings required by FCC.
3. Reads on the air spot announcements and other short readings.
4. Monitors record and playback level of all programs.
5. Sets up equipment necessary for studio or remote broadcasts.
6. Assists certificated staff with training of students in radio broadcasting.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school and one year of experience in radio station operations.

Knowledge, Abilities and Skills: Requires some knowledge of how to use audio equipment; proper care of audio materials and equipment; FCC regulations concerning operations of a radio station.

Requires ability to: Deal tactfully and maintain good relations with the public and students; announce in a manner consistent with educational noncommercial radio.

License: Possession of a valid Federal Communications Third Class Radiotelephone license.

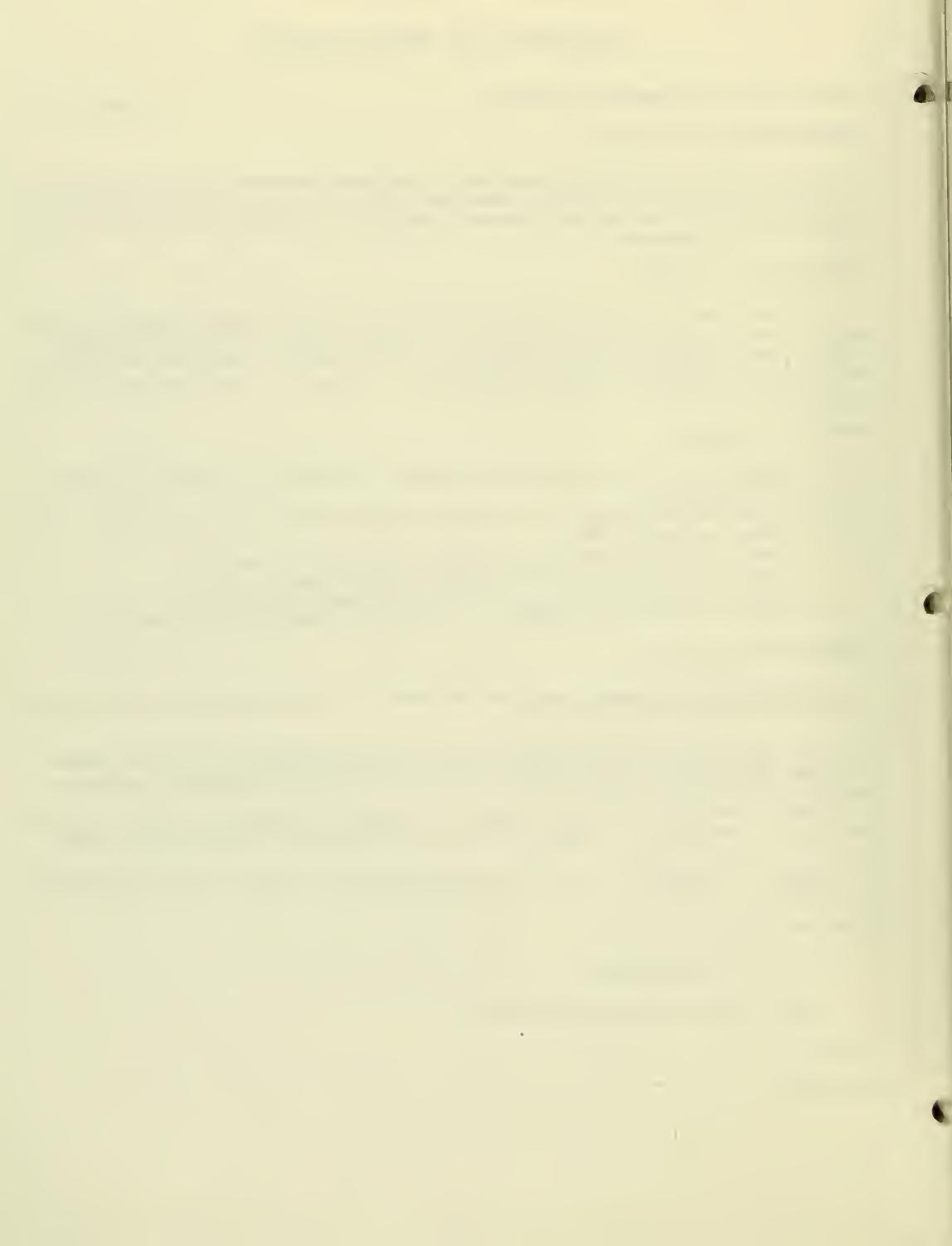
PROMOTIVE LINES:

To : To be determined

From: Original entrance examination

Adopted:

(NEW CLASS)



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: TECHNICAL INSTRUCTIONAL ASSISTANT - PERFORMING ARTS      CODE: 3536

CHARACTERISTICS OF THE CLASS:

Under direction, performs and is responsible for creative and skilled technical work in college performing arts laboratories in construction and preparation of exhibits, models, experiments and teaching aids; maintains and builds equipment; and performs related duties as required.

Requires responsibility for: demonstrating initiative and ingenuity in developing teaching aids and preparing other materials for the use of instructors; the management and improvement of functions relating to the use of laboratory equipment; enforcing proper and efficient use and handling of laboratory equipment, supplies and materials; frequent contact with teachers, students, and other departmental personnel.

EXAMPLES OF DUTIES:

1. Directs and manages the design and construction of stage sets, the operation and use of the little theater and stage for all school and outside uses; operates creative arts laboratories.

2. Directs and supervises the issuance of musical supplies and equipment.

3. Supervises the operation and repair of motion picture projectors, silent and sound, radio, electronic equipment, including diagnosis of difficulties and circuit tracing, tape recorders, and related audio-visual equipment.

4. Supervises laboratory assistants; arranges work schedules and assigns work; trains new assistants.

5. Establishes and maintains inventories, including related records; orders equipment and supplies; prepares equipment and supplies budget, and exercises budgetary control over supplies; is responsible for purchase order accounts and petty cash funds; maintains schedule for maintenance and repair of equipment.

6. Operates hand and power tools in constructing teaching aids from instructor's directions or diagrams; performs minor repairs on laboratory equipment.

MINIMUM QUALIFICATIONS:

- Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in technical production or an equivalent combination of training and/or experience.

Knowledge, Abilities and Skills: Requires a knowledge of stagecraft and stage operation, including lighting, stage carpentry, set design and construction, sound systems; standard practices and techniques including music classifying systems; standard practices and techniques as they apply to audio-visual materials.

Requires skill and ability to: operate small hand and power tools; operate the various types of equipment connected with stage settings, radio and T-V production; make routine repairs and adjustments to the various types of equipment; supervise and direct the work of others; keep records and prepare related reports.

CLASS TITLE: TECHNICAL INSTRUCTIONAL ASSISTANT - PERFORMING ARTS  
(Continued)

CODE: 3536

PROMOTIVE LINES:

To: No normal lines of promotion

From: Original entrance examination

Adopted 6/27/63

## **CLASS 3537 TECHNICAL INSTRUCTIONAL ASSISTANT, MEDIA SERVICES**

**DEFINITION:** Under general direction in the San Francisco Community College District coordinates media services to provide support for the integration of multi-media resources and technologies into curricula, and performs creative and skilled technical work in conjunction therewith.

**DISTINGUISHING FEATURES:** The Technical Instructional Assistant, Media Services, is distinguished by its responsibility to function as a member of an instructional group providing support for innovative methods of instruction which integrate media and computer resources and technologies into curricula for students in the classroom and in independent study situations. The incumbent's contribution is the diverse technical knowledge required to integrate multi-media resources and technologies into curricula, to produce multi-media projects developed by the staff and to provide effective instructional support services.

**SUPERVISION EXERCISED:** May supervise clerical personnel and student assistants.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:** "The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Coordinates audio-visual and media services and supervises use, scheduling, distribution and maintenance of media resources and equipment, supplies and instructional materials.
2. Works with faculty/staff to integrate media- and computer-based educational technologies and materials into curricula; assists faculty/staff in the creation, development and evaluation of instructional materials and pilot courses utilizing these technologies; produces and/or modifies media-based instructional materials.
3. Instructs faculty, students and staff in the use of a variety of media- and computer-based educational technologies, prepared materials and multi-media equipment.
4. Hires, trains, schedules and supervises the work of clerical personnel and student assistants assigned to the media services center; may supervise the department in the absence of the coordinator.
5. Serves as a resource to faculty and staff regarding multi-media materials and related educational technologies; provides information on sources of commercially produced and/or locally held instructional materials; maintains library of media- and computer-based instructional materials, resources and vendors; develops and updates handbooks and guides concerning learning resources for faculty and students; develops and implements outreach programs to encourage and enable faculty and staff to utilize media, computer and other educational resources and technologies to enhance teaching and learning.
6. Evaluates multi-media and computer equipment, resources and materials in regard to their utility for educational purposes; keeps up-to-date on relevant emerging educational technologies; communicates with vendors to determine availability and cost of materials and equipment; arranges faculty previews and evaluations of materials; prepares utilization reports and analyzes current and future needs; prepares requisitions for and maintains inventories of media and instructional equipment, parts, supplies and prepared materials; maintains records of orders and expenditures.
7. Supervises and/or performs maintenance and repair of multi-media equipment, both on-site and in the media laboratory; demonstrates the correct use and care of multi-media equipment to users.

**DESIRABLE QUALIFICATIONS:**

Knowledge of: the operations, services and activities of an educational media program; media equipment, resources and materials; media technology and production; maintenance and repair of media equipment; microcomputers, multi-media hardware and software and computer networks; instructional technology and design

Ability to: communicate work-related information clearly, both orally and in writing; interact effectively with faculty, staff and students from diverse backgrounds; work collaboratively with faculty and staff; instruct others in the use and application of media equipment, resources and educational technologies; work independently in the absence of supervision; maintain accurate records and prepare clear and concise reports; supervise the work of others; interpret, explain and apply policies and procedures related to assigned duties

Skill to: adapt, repair and maintain equipment and materials for use in multi-media projects; demonstrate the use and care of multi-media equipment to others.

**EXPERIENCE AND TRAINING GUIDELINES:** Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and ability would be:

Experience: two years journey-level experience in media services and/or media equipment repair, media production, or instructional design

Education: graduation from college or technical school, including coursework in education, instructional design, educational technology, information technology, media and/or electronic technology

This class is exempt under the provisions of Charter Section 10.104(10).

Adopted: 1-7-80

Amended: 4/25/97

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

CLASS TITLE: TECHNICAL INSTRUCTIONAL ASSISTANT -  
LANGUAGE LABORATORY

CODE: 3538

CHARACTERISTICS OF THE CLASS:

Under direction, is responsible for the operation of a college audiolingual laboratory; instructs students in the use of the facility; prepares, obtains, and maintains tapes for the audiolingual laboratory; and performs related duties as required.

Requires responsibility for: demonstrating initiative and ingenuity in developing teaching aids and preparing tapes for the use of instructors and students; the management and improvement of functions relating to the use of laboratory equipment; enforcing proper and efficient use and handling of laboratory equipment, supplies and materials; frequent contact with teachers, students, and educational institutions relative to language laboratory operations; preparation and maintenance of operational records and reports reflecting laboratory activities.

EXAMPLES OF DUTIES:

1. Assists students and instructors in locating materials pertinent to the level of class instruction; listens to tapes and assists in their selection in consultation with instructors.
2. Supervises laboratory assistants; arranges work schedules and assigns work; trains new assistants.
3. Advises instructors as to availability of tapes and other sources of materials in the language arts field; advises students in the use of reference materials.
4. Orders and catalogs tapes; keeps records of tape acquisitions, prices, various titles, authors and educational or commercial institutions issuing tapes; compiles and maintains files of tapes, indexes and records.
5. Supervises and co-ordinates student and faculty use of a language laboratory; maintains records of students using the equipment and supervises their general conduct.
6. Maintains 60 positions and two consoles with associated rack-mounted decks in operating condition, properly adjusted and supplied with tape; secures and maintains stocks of raw tape, reels, replacement parts and other supplies.
7. Maintains the physical security of the language laboratory, the equipment, and supplies.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree, with major course work in languages or linguistics, or a minor in audio-visual techniques, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a knowledge of: the principles, practices and routine procedures of a language laboratory operation as related to the instruction of students and the acquisition of audio-lingual material pertinent to the level of instruction required; recording the playback equipment; tape operation and splicing.

Requires skill and ability to: operate splicer, reel equipment and small hand tools; make up new tapes in consultation with instructors; keep apparatus adjusted

CLASS TITLE: TECHNICAL INSTRUCTIONAL ASSISTANT -  
LANGUAGE LABORATORY (Continued)

CODE: 3538

and arrange for needed repairs; supervise and direct the work of others; keep records and prepare related reports.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Original entrance examination

ADOPTED: 7/16/64

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: MULTI-MEDIA TECHNICIAN

CODE: 3539

CHARACTERISTICS OF THE CLASS:

Under general direction, performs creative and skilled technical work in the San Francisco Unified School District Creative Environment Center, utilizing videotapes, slides, movies, sound equipment and other instructional devices in the development and use of multi-media techniques; designs multi-media systems; maintains equipment and performs minor repairs; and performs related duties as required.

DISTINGUISHING FEATURES:

This single-position class is distinguished by its responsibility to function as a member of a research and instructional team seeking innovative methods of instruction for students K-12. The Multi-Media Technician's contribution is the diverse technical knowledge required for production of multi-media projects developed by the staff. Direction is received from the Director(s) of the Creative Environment Center.

EXAMPLES OF DUTIES:

1. Serves as an instructional assistant in the multi-cultural photographic projects including stills, slides, motion pictures and videotapes.
2. Makes multi-language sound recordings with students and teachers; monitors, reproduces, and synchronizes sound tracks.
3. Adapts and modifies sound equipment to meet the particular needs of the Creative Environment Center; designs classroom multi-media equipment and systems; maintains equipment; performs minor repair.
4. Designs and prepares graphics for multi-media projects.
5. Researches and recommends purchase of specialized photographic, sound, and other multi-media equipment.
6. Participates in the teaching of in-service courses for teachers.
7. Schedules and demonstrates multi-media teaching materials in classrooms.
8. Maintains accurate inventories of multi-media supplies and equipment for the Center and its satellite school centers.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires graduation from an accredited college, including courses in art, graphic design and photography.

Knowledge, Abilities and Skills: Requires considerable knowledge of sound reproduction and photographic techniques. Requires some knowledge of electronic circuitry.

Requires creative ability in the design of equipment to meet the special needs of the Creative Environment Center; secure the cooperation and participation of teachers and students in the use of multi-media materials.

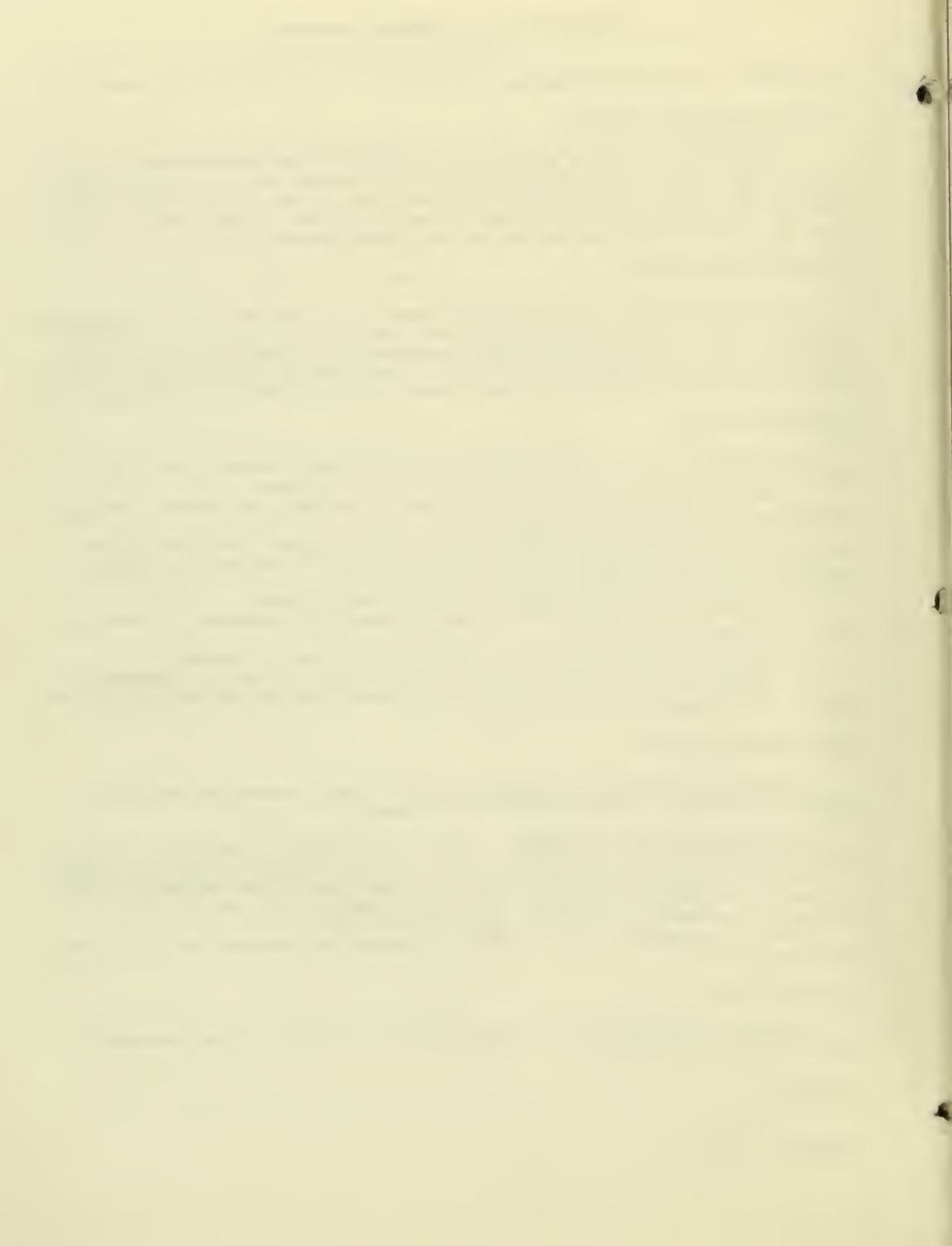
Requires considerable skill in adapting equipment and materials for use in multi-media projects.

PROMOTIVE LINES:

No normal lines of promotion. This class is exempt under the provisions of Charter Section 8.300(a)(2).

NEW CLASS

Adopted: 5/20/74



CLASS TITLE: CURATORIAL AIDE

CODE: 3540

CHARACTERISTICS OF THE CLASS:

Under supervision, assists the curatorial staff in the care, preservation and cataloging of works of art and related curatorial functions, including lecturing and procurement of reference materials; and performs related duties as required.

Requires responsibility for: carrying out and explaining established methods and procedures relating to museum activities; making regular personal contacts with other departmental personnel and the general public in connection with providing information and answering questions regarding museum activities; preparing and maintaining a wide variety of detailed records and reports and files relating to museum operations.

EXAMPLES OF DUTIES:

1. Researches artistic bibliographies for the museum staff and the public and obtains reproductions of art work for comparison studies for the curatorial staff; assists in the design, planning and installation of new exhibits; is responsible for the care and maintenance of a large collection of photographs and negatives.

2. Conducts museum tours when required and projects slides for lectures by curatorial staff and visiting lecturers; makes prints and drawings as required and handles precious art objects in setting up exhibits.

3. Maintains records of all books removed from the museum library and assures that books are properly maintained.

4. Translates foreign publications and correspondence relative to museum activities and research problems.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by two years of college level courses in fine arts; or an equivalent combination of training and experience.

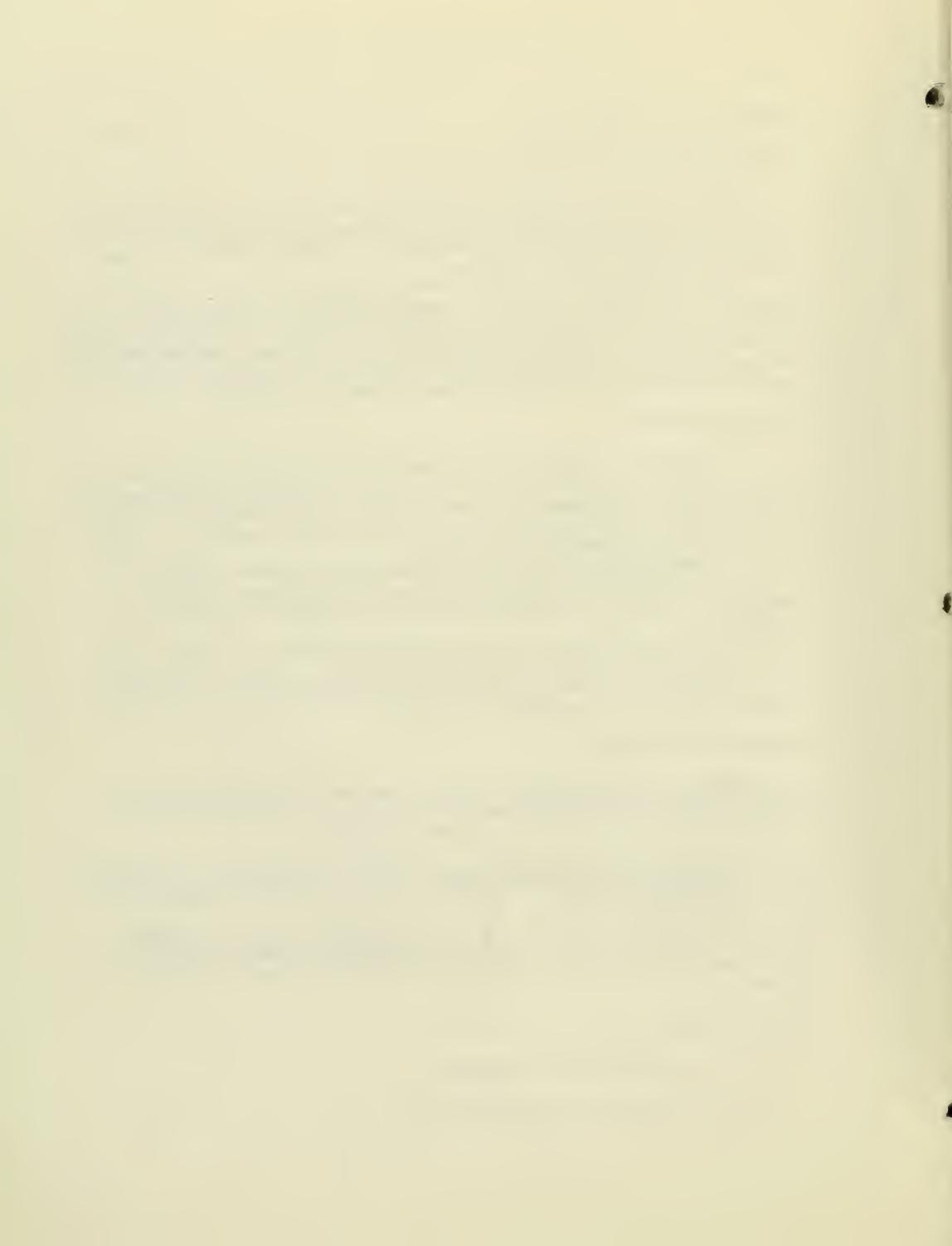
Knowledge, Abilities and Skills: Requires knowledge of: the fine arts and the history of art; the techniques and methods of caring for and displaying art objects.

Requires ability to: employ a fair reading knowledge of german, french, italian and latin; carry out the technical aspects relative to the design and installation of museum exhibits; deal tactfully with museum users.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Original entrance examination



(NEW CLASS)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CURATOR I

CODE: 3541

CHARACTERISTICS OF THE CLASS:

Under supervision, assists the curatorial staff in the cataloging, preparation, installation and preservation of museum exhibits; conducts research on biographies, exhibition objects and related topics; maintains and processes books, periodicals, photographs and museum records; and performs related duties as required.

Requires responsibility for: Carrying out and explaining established methods and procedures relating to museum activities; making contact with departmental personnel and other individuals in providing information and conducting research on museum exhibits and activities; preparing and maintaining records, reports and files relating to museum operations.

EXAMPLES OF DUTIES:

1. Assists in the design, planning, installation and maintenance of museum exhibits; assists in making collections available for study by students and schools, and for inspection by museum visitors.
2. As assigned, conducts research on biographies, exhibit objects, art history and related topics; assists in publicizing information on objects in the museum collection; assists in the planning and circulating of exhibits available to educational institutions.
3. Maintains a museum research library; processes and maintains books, periodicals, monographs, photographs, negatives and other museum records.
4. May prepare routine correspondence requiring knowledge of departmental operations and special exhibits; types cards, memoranda, reports and related museum records.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree, with major course work in the fine arts; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of: The fine arts and the history of art; the techniques and methods of caring for and displaying art objects; museum operations and record keeping.

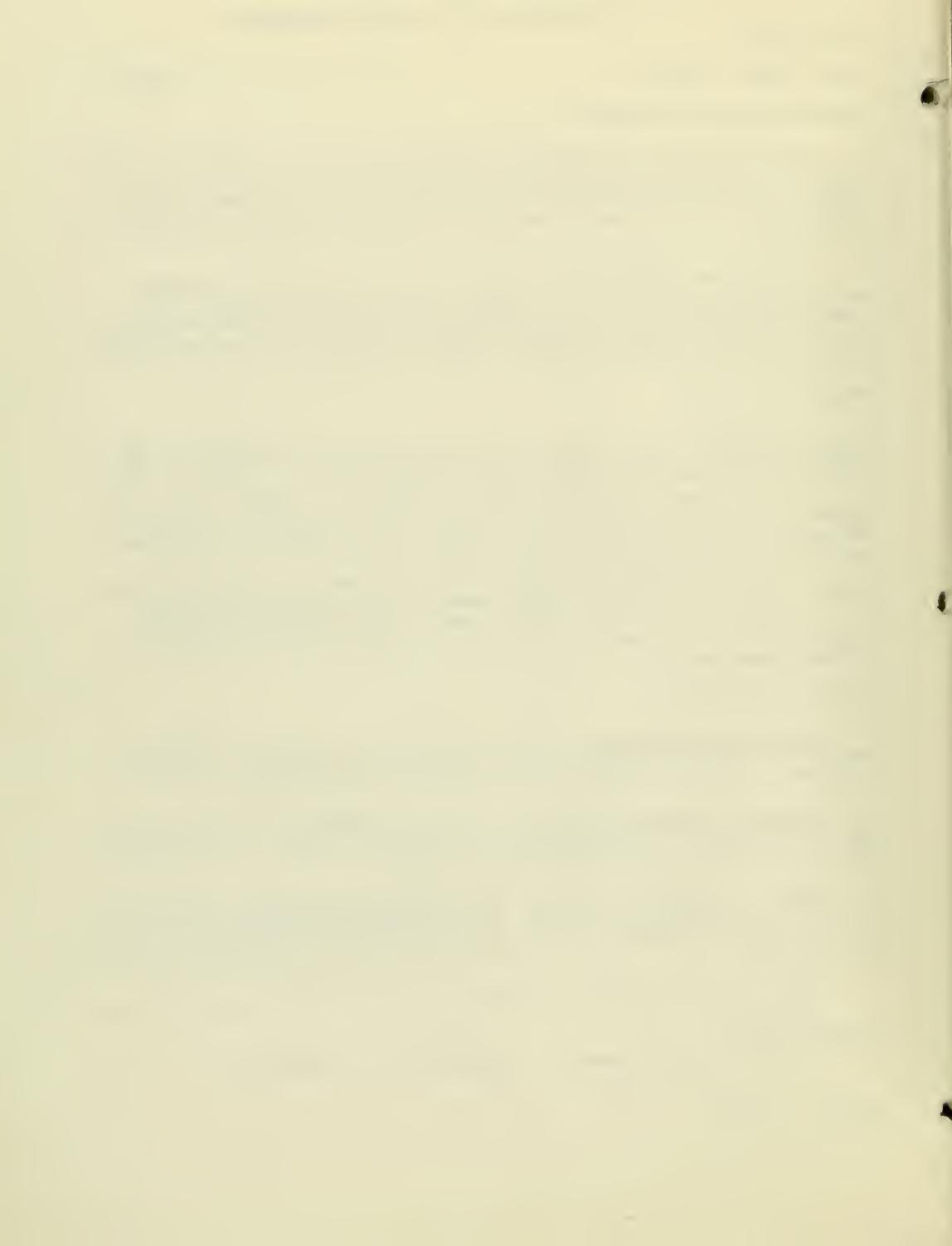
Requires ability to: Assist in the planning and carrying out of the technical aspects relative to the design and installation of museum exhibits; establish and maintain satisfactory working relationships with departmental personnel and the public.

Requires sufficient skill in typing to perform incidental typing duties.

PROMOTIVE LINES:

No normal lines of promotion - class exempt from examination

ADOPTED: 4/22/68



(AMENDED AND RETITLED)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CURATOR II

CODE: 3542

CHARACTERISTICS OF THE CLASS:

Under general supervision, assists in the preparation, planning, research, cataloging and preservation of museum exhibits; conducts tours, lectures and classes on museum exhibits and activities; and performs related duties as required.

Requires responsibility for: explaining and carrying out existing methods and procedures relating to museum activities; making regular responsible contacts with individuals and groups and providing information and instructions on museum exhibits and activities; preparing and maintaining operational records and reports of assigned activities.

EXAMPLES OF DUTIES:

1. Conducts research for and prepares and installs exhibits; gives lectures and gallery talks on art objects, exhibits and displays in the museum.

2. Makes collections available for study by students and schools and for inspection by museum visitors; is responsible for the preparation and installation of museum exhibits.

3. Schedules, prepares and gives lectures on art in the public schools; may show pertinent materials from the museum's collections in the course of lectures; conducts tours of the museum's galleries to various groups, clubs and school classes; assists in the planning and circulating of exhibits available to educational institutions.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree, with major course work in the fine arts; requires at least three years of responsible museum experience in the field to which assigned; or an equivalent combination of training and experience.

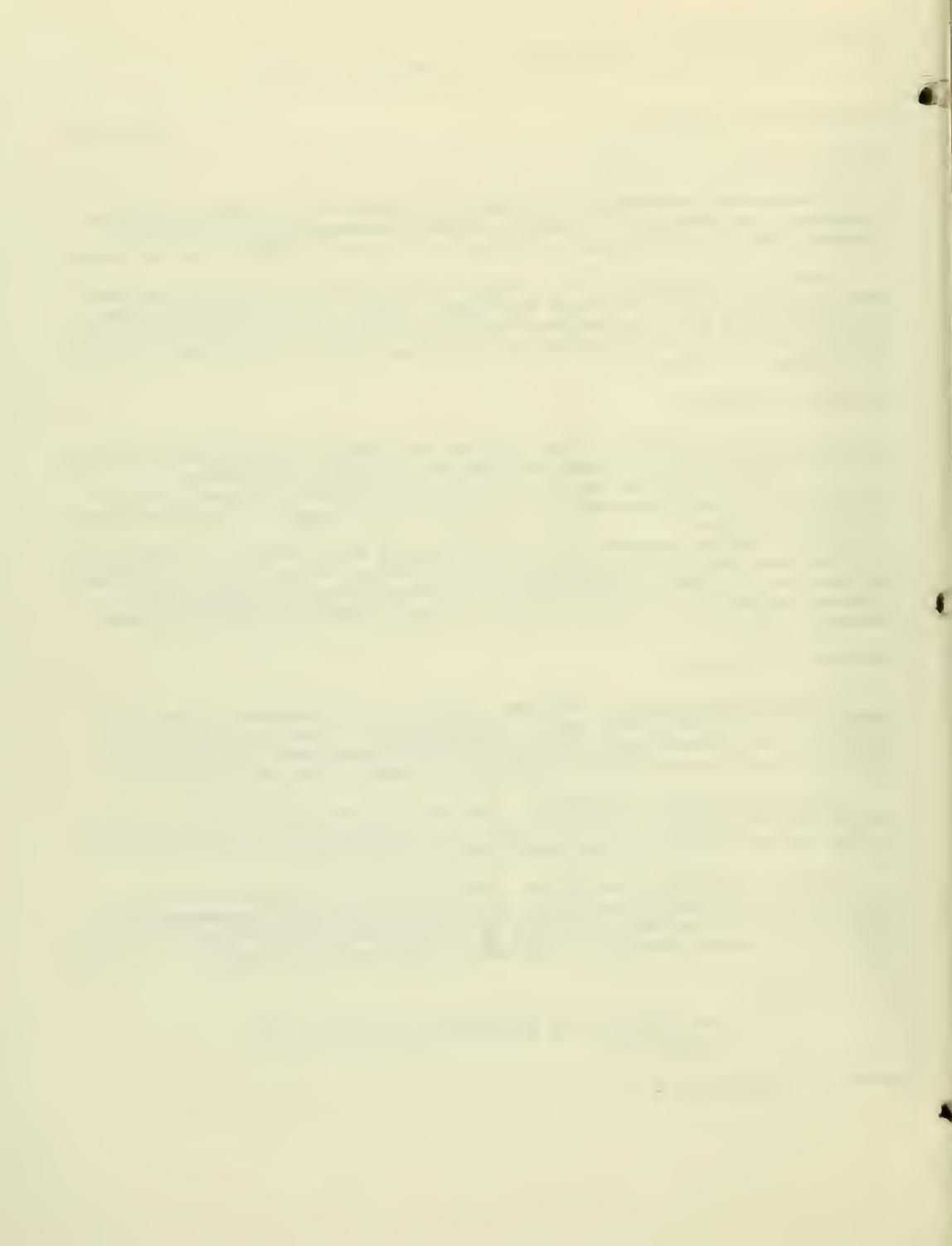
Knowledge, Abilities and Skills: Requires good knowledge of: the fine arts and art history; the methods and techniques in instructing and training others in art and art appreciation; museum operations and procedures.

Requires considerable ability to: speak and write effectively, create interest in art and art appreciation through lectures and public speeches; meet and deal tactfully and enthusiastically with the general public and various groups; employ a fair reading knowledge of German, French, Italian and Latin.

PROMOTIVE LINES:

To : No normal line of promotion - class exempt from examination

ADOPTED: April 22, 1968



CLASS TITLE: CURATOR III

CODE: 3544

## CHARACTERISTICS OF THE CLASS:

Under direction, assists in the overall administration of a major phase of the museum's collection or service; assists in the planning, preparation and installation of museum exhibits; and performs related duties as required.

Requires responsibility for: interpreting and carrying out existing policies and procedures relating to the assigned activity in the museum operations; making regular personal contacts with the general public, outside organizations and groups in providing information and instructions on the museum's activities and collections; the preparation and maintenance of important records and reports relative to the museum's operations.

## EXAMPLES OF DUTIES:

1. Identifies, classifies and makes descriptions of accessions to the museum's permanent collection; plans and supervises the installation of additions to the museum's collections; conducts research in connection with identifying and publicizing information on objects in the collection; orders, classifies and catalogs art reference library books.

2. Plans and conducts programs of instructions, art and art appreciation for children's groups in the museum or the public schools; lectures on and discusses art objects from the museum's collection and interprets the museum's collections and exhibits in all fields of art for school classes.

3. Conducts gallery tours for adult study groups; supervises, counsels and instructs graduate students engaged in research and thesis preparation in the fields of museum service and art education; plans and prepares circulating exhibitions of paintings and drawings for loan to educational institutions, museum's collections and library.

4. Supervises the storage of permanent matting and exhibition framing for exhibits of paintings and drawings; recommends and solicits all additions to the collection in the related reference library.

5. Gives lectures and gallery talks relating to paintings and drawing exhibits and collections; prepares and publishes articles and catalogs concerning exhibitions and collections.

## MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree, with major course work in art and art history.

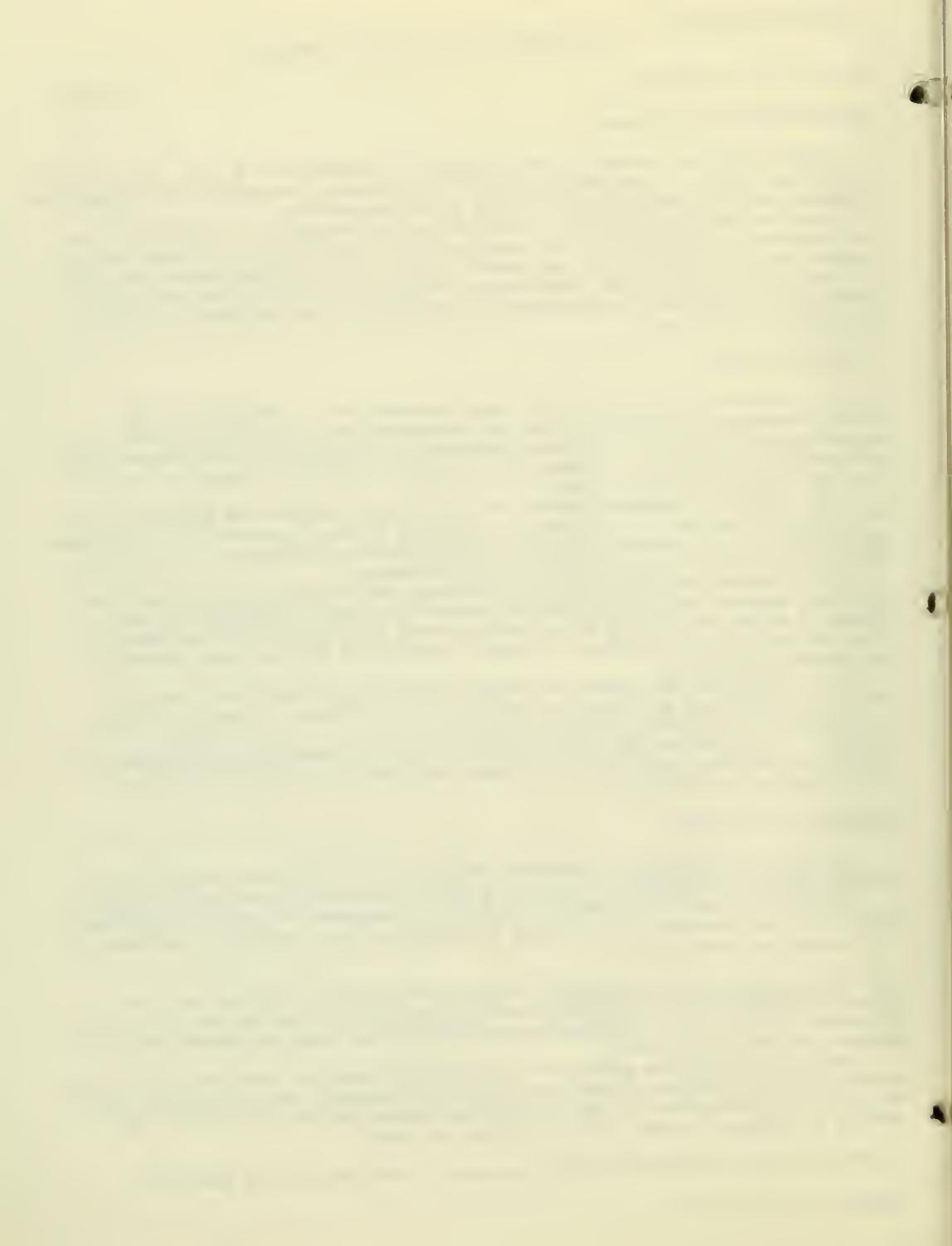
Requires at least five years of responsible experience in a museum involving the care and maintenance of art objects and exhibits; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: the methods, techniques and procedures involved in the maintenance and care of a museum collection of fine arts; international art publications, art, art history and painting and decorative arts.

Requires considerable ability to: teach and instruct art and art appreciation; speak and write effectively; deal tactfully and courteously with the general public and outside organizations and groups utilizing museum facilities; employ a fair reading knowledge of German, French, Italian and Latin.

PROMOTIVE LINES: No normal lines of promotion - class exempt from examination

AMENDED: April 22, 1968



## SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CURATOR IV

CODE: 3546

## CHARACTERISTICS OF THE CLASS:

Under general administrative direction, plans and directs the activities of a special department of the museum; plans, assigns and supervises the activities of subordinate personnel engaged in assisting with such work; and performs related duties as required.

Requires responsibility for: developing, coordinating and carrying out policies and procedures relative to the operations of special phases of museum activities; making regular personal contacts with outside organizations, professional personnel and the general public in connection with assigned museum activities and operations; preparing and maintaining operational records and reports relating to the assigned activities.

## EXAMPLES OF DUTIES:

1. Plans and supervises the installation of the museum's collections; identifies, classifies and makes descriptions of works of art; supervises the care and preservation of works of art.

2. Conducts research in connection with identifying and publicizing objects in the collections; makes recommendations for acquisitions.

3. Plans and organizes loan exhibitions; makes cost estimates; corresponds with lenders; designs and supervises installations; coordinates the installation of exhibitions with other museum personnel; assembles data and photographs for publicity and prepares labels; compiles catalogues; prepares brochures.

4. Orders, classifies and catalogues art reference library books; maintains files of photographs, slides and other reproductions; plans; supervises and conducts programs of instruction in art and art appreciation for children and adults; supervises, counsels and instructs students in research study of the museum's collections and activities.

5. Interprets the museum's collections and exhibitions in all fields of art; lectures and conducts gallery tours; presents radio and television programs.

6. Plans and prepares circulating exhibitions for loan to other institutions; recommends on the loan of museum objects requested by other institutions and furnishes photographs and other data for catalogues and publicity.

7. Organizes and supervises the work of voluntary assistants; corresponds and confers with scholars, specialists and the public, and performs other miscellaneous and related duties.

## MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in art history and fine arts.

Requires at least seven years of progressively responsible museum experience in the field to which assigned, including two years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: methods, techniques and procedures involved in the maintenance and care of a museum collection of fine arts; international art publications, art, art history, and painting and decorative arts.

Requires considerable ability to: teach and instruct art and art appreciation; speak and write effectively; deal tactfully and courteously with the general public and outside organizations and groups utilizing museum facilities; employ a fair reading knowledge of German, French, Italian and Latin.

PROMOTIVE LINES:

To : No normal lines of promotion - class exempt  
from examination

AMENDED: April 22, 1968

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CURATOR V

CODE: 3547

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, plans and directs the activities of a special department of the museum; plans, assigns and supervises the activities of subordinate personnel engaged in assisting with such work; and is responsible either for the publications program, or the administration of the registration, art storage and general planning function of the curatorial departments; in the Asian Arts Museum acts as the Senior Curator in charge of all curatorial activities; performs related duties as required.

DISTINGUISHING FEATURES:

Incumbents in this class are in charge of a curatorial department in the museums, and are responsible for a special assignment as follows: One Curator V manages the publications program and serves as scholarly editor, supervising the managing and technical editors; the other Curator V is responsible for supervising the registration department ensuring that proper systems, records and storage for the museums collections are maintained. Other curators report to this class for supervision regarding publications or curatorial administration.

EXAMPLES OF DUTIES:

1. Plans and supervises the installation of the museum's collections; identifies, classifies and makes descriptions of works of art; supervises the care and preservation of works of art.
2. Conducts research in connection with identifying and publicizing objects in the collections; makes recommendations for acquisitions.
3. Plans and organizes loan exhibitions; makes cost estimates; corresponds with lenders; designs and supervises installations; coordinates the installation of exhibitions with other museum personnel; assembles data and photographs for publicity and prepares labels; compiles catalogues; prepares brochures.
4. Orders, classifies and catalogues art reference library books; maintains files of photographs, slides and other reproductions; plans, supervises and conducts programs of instruction in art and art appreciation for children and adults; supervises, counsels and instructs students in research study of the museum's collections and activities.
5. Interprets the museum's collections and exhibitions in all fields of art; lectures and conducts gallery tours; presents radio and television programs.
6. Plans and prepares circulating exhibitions for loan to other institutions; recommends on the loan of museum objects requested by other institutions and furnishes photographs and other data for catalogues and publicity.
7. Organizes and supervises the work of voluntary assistants; corresponds and confers with scholars, specialists and the public, and performs other miscellaneous and related duties.
8. May manage the publications program involving the publishing of catalogs and handbooks of the museum's permanent collection and special exhibitions. Serves as scholarly editor for these publications supervising the managing and technical editors. Prepares budgets and prospectuses for commercial publishers in the management of these funds.

9. May supervise the registration department to ensure that proper systems and records are maintained for all areas of the museum's permanent and loan collections; supervises all art storage facilities for the museums and develops and implements policies and procedures to ensure the continued safety and accessibility of the collections.

10. May be responsible for general administration for the curatorial departments including budgeting, and personnel and vacation scheduling.

11. In the Asian Arts Museum, acts as the Senior Curator in charge of all curatorial activities; supervises all subordinate museum curators and preparators; plans, schedules, budgets and allocates space and resources for all major exhibits; supervises and participates in research, writing, lecturing and other curitorial duties; coordinates curitorial and exhibition activities with public relations, education, conservation, registration, library and administrative departments.

**MINIMUM QUALIFICATIONS:**

Training and Experience: Requires completion of a four year college or universith with a baccalaureate degree, with major course work in art history and fine arts.

Requires at least 7 years of progressively responsible museum experience in the field to which assigned, including two years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: methods, techniques and procedures involved in the maintenance and care of a museum collection of fine arts; international art publications, art, art history, and painting and decorative arts.

Requires considerable ability to: plan, supervise and administer the publications and/or curatorial administration of the museums; teach and instruct art and art appreciation; speak and write effectively; deal tactfully and courteously with the general public and outside organizations and groups utilizing museum facilities; employ a fair reading knowledge of German, French, Italian and Latin.

Class exempt from examination per Charter section 3.622.

ADOPTED: 11-7-77

AMENDED: 1-14-85

0047b

SAN FRANCISCO CIVIL SERVICE COMMISSION

(AMENDED)

CLASS TITLE: CURATOR OF NATURAL SCIENCE, JUNIOR MUSEUM

CODE: 3548

CHARACTERISTICS OF THE CLASS:

Under general supervision, instructs children in a wide range of natural sciences; cares for and collects specimens and exhibits for the museum; and performs related duties as required.

Requires responsibility for: Explaining and carrying out established methods and procedures relating to the operations of the museum; making regular contacts with museum visitors in explaining museum operations and instructing in the natural sciences; preparing and maintaining ordinary operating reports and records.

EXAMPLES OF DUTIES:

1. Instructs children in a wide range of natural sciences including zoology, biology, forestry, conservation and astronomy.
2. Prepares a variety of study materials for such group work; conducts tours for visiting school groups and explains and provides information on museum exhibits and specimens.
3. Instructs group leaders in natural science study activities; prepares museum exhibits and displays.
4. Cares for and feeds live exhibits; participates in field trips in connection with the collection of exhibits and specimens; maintains animal cages and related exhibit equipment.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in the natural sciences.

Requires two years of experience in recreational leadership with emphasis on instructing in the natural sciences and environmental interpretation; or an equivalent combination of training and experience. Possession of a masters degree or scholastic equivalent may be substituted for two years of required experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of: A wide range of natural sciences, including zoology, mineralogy, entomology, seismology, ecology, chemistry, meteorology, and forestry; the care and feeding of a variety of live exhibits and specimens.

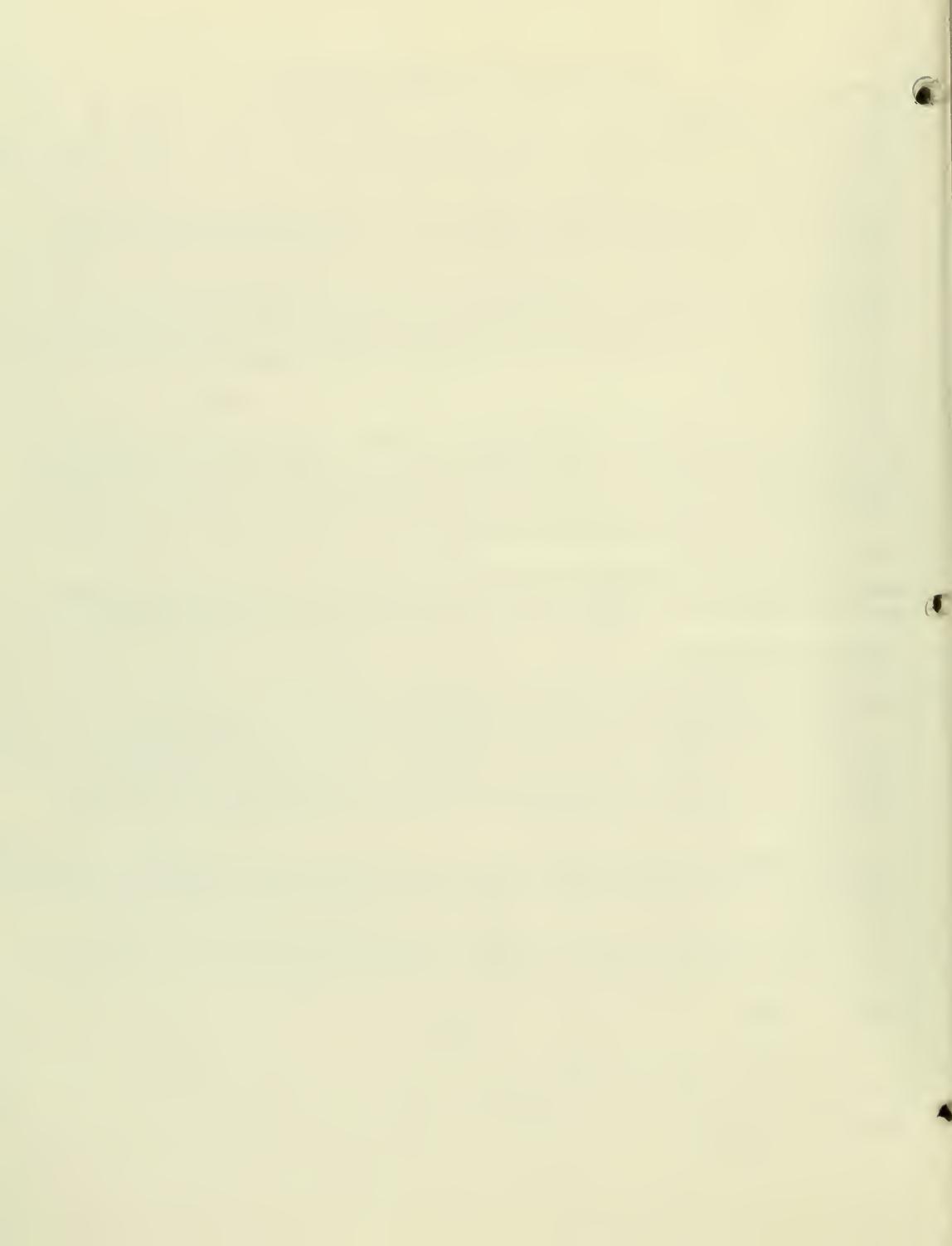
Requires ability to: Instruct others in the natural sciences and work effectively with childrens' groups; prepare instruction materials and museum displays; maintain operational records of museum activities.

PROMOTIVE LINES:

To : 3285 Junior Museum Director

From: Original entrance examination

AMENDED: 10/14/70



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: EXHIBITION DESIGNER

CODE: 3550

CHARACTERISTICS OF THE CLASS:

Under general direction, creates and plans imaginative designs for installation of cultural exhibitions; designs the displays for a variety of art objects; determines the methods, materials and techniques for the presentation of works of art to create the greatest visual appeal, educational impact, and optimum traffic flow through the exhibit areas; coordinates the construction and installation of exhibits; and performs related duties as required.

DISTINGUISHING FEATURES:

The employee in this classification is responsible for the conception and implementation of the design of exhibitions of a large or specialized art and exhibition program.

The position is distinguished from the curatorial positions in that the curatorial positions determine the artistic importance, the relationships between works, and the educational benefits of works in an exhibition. The Exhibition Designer will then use his or her knowledge of design elements to implement an exhibition in compliance with these determinations.

The position is distinguished from the supervisory preparator positions in that the Exhibition Designer oversees the construction and installation of exhibitions and is available to answer technical questions about exhibition designs during construction. He or she does not give the on-site construction supervision which is the responsibility of the Chief or Principal Preparator.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Works with Registrars and the curators in charge of specific exhibitions to formulate and create exhibition design plans for the display of a variety of art objects; originates design concepts and floor plans for the exhibitions; arranges art objects including paintings, sculptures, prints, tapestries, furniture, antiques, children's and folk art in order to produce harmonious and meaningful groupings having the greatest visual and educational impact.

2. Supervises the construction and installation process for exhibitions to insure that they are completed as conceived and within time and budgetary limitations; provides for the proper security of art objects by arranging rails, barriers, locked cases, or other security measures and devices where necessary.

3. Works with the graphics designer or preparator in determining the kind, size and placement of signs, descriptive material and architectural graphics.

4. Coordinates design activities with the curatorial staff to insure that design concepts meet artistic and educational requirements; integrates exhibition design suggestions and recommendations from the exhibition staff in order to produce the optimum visual impact.

CLASS TITLE: EXHIBITION DESIGNER

CODE: 3550

EXAMPLES OF DUTIES: (Cont.)

5. Selects and uses a variety of materials, techniques and equipment including audio-visual equipment to create imaginative exhibition installations; understands and employs exhibition lighting instruments to produce the desired effect.

6. Constructs machettes of exhibition areas and scale models of art objects; prepares perspective sketches and scale drawings showing plans, elevation and section views of design concepts.

7. Estimates costs of materials in the construction of exhibits; requisitions lumber, paint, fabrics and other needed supplies and equipment; anticipates long-range material and equipment needs and advises accordingly.

8. Checks exhibition areas on a regular basis to insure that exhibitions are maintained as originally designed; makes a special effort to ensure that items are earthquake proof and exhibitions meet energy and safety standards for public spaces.

9. When assigned to the Airport, works with Airport Operations staff and Fire Marshall to determine placement of objects for audience flow patterns; must have due regard for Federal Aviation Administration Regulations and security check points and take precautionary measures for items displayed which could be utilized as dangerous weapons.

QUALIFICATIONS:

The examination announcement shall provide the qualifications ...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Requires a good knowledge of: Art styles and the design principles of color, texture and form; methods, techniques and processes involved in the design and execution of important exhibits; lighting methods; the use of audio-visual equipment; graphics and signage processes; an intimate working knowledge of the materials used in the design of exhibitions, including woods, metals, plastics and fabrics.

Requires considerable ability to: Devise new and creative designs; develop innovative design techniques and procedures; establish and maintain effective working relationships with the staff; estimate construction cost of various design proposals.

Requires skill in the use of hand and power tools used in the construction of machettes and scale models.

RETITLED AND AMENDED: 7-16-90

#4170c

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**JOB CODE TITLE: ASSOCIATE MUSEUM REGISTRAR**

**JOB CODE: 3554**  
Business Unit: COMMN

**DEFINITION:** Under supervision, assists in a variety of specialized technical and administrative functions related to the registration and management of the museum's permanent collections and items acquired for temporary exhibits

**DISTINGUISHING FEATURES:** This is the entry level to the professional Museum Registrar series. The incumbent performs routine collections management functions in assistance to the Registrar and the Senior Registrar.

**SUPERVISION EXERCISED:** None

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Assists in the inspection, receipt, accession, documentation, labeling and cataloging of objects acquired for collections and/or exhibitions; makes notes on condition of object; assists in deaccession procedures.
2. Assists in the movement, storage and disposition of art objects in order to guarantee security of the collections, including coordination with conservators, designers, preparators, curators and photographers.
3. Assists in care and security of collections of art and artifacts on site, including coordination with conservators and maintaining storage records and accurate shelf lists; oversees the general order and cleanliness of a high security art storage area.
4. Assists in arranging for insurance on permanent collection, outgoing or incoming loans, applying for federal indemnification of international exhibitions, maintaining insurance coverage and computing premiums when due, and processing liability and damage claims.
5. Assists in processing loan agreements and contracts pertaining to exhibitions, conditions reports, budgets for outgoing loans and special exhibitions.
6. Assists in making shipping arrangements for incoming and outgoing objects; assists in coordination of packing, crating and couriering of objects; checks condition reports. Works collaboratively with museum staff including curators, conservators, preparators, packers and outside art handling personnel such as airline personnel and cargo handlers in coordinating, scheduling, and monitoring the safe and legal movement of objects.
7. Maintains a variety of computerized and manual files regarding art objects, identification photographs, donor and vendor files and other records; prepares invoices and maintains financial records; prepares accession records for curators.
8. Receives and processes requests for photographic services; coordinates photo sessions with the museum photographer; assists in the transportation of art objects to be photographed.
9. As needed, researches the collection and coordinates with the curators and other museum staff to provide the best response to routine and special requests.
10. May act as a courier accompanying valuable objects of art in transit when required.
11. May check exhibitions to ensure environmental standards and security.
12. Performs related duties as required.

DOCUMENTS DEPT

OCT - 4 2000

SAN FRANCISCO  
PUBLIC LIBRARY

**JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

Knowledge of: principles and practices of professional art/artifact registration; collections management standards and procedures; principles and practices of museum records management; computerized registration methods and related data processing techniques; principles and procedures used to handle, inspect, label and store fragile objects of art and to protect art objects from environmental hazards; and a general knowledge of fields such as art, art history and anthropology relative to the collection.

Ability to: implement modern business procedures and operate standard business machines; maintain detailed, complex records pertaining to the management, movement, exhibition, storage, and disposition of art objects; use a computer to input and maintain records and to produce reports and correspondence; prepare clear, accurate and understandable documents such as reports, memos, correspondence and statistical information; evaluate information, set priorities and establish an appropriate course of action in order to accomplish specific goals; speak in a clear, well-organized and concise manner; listen, ask relevant questions and effectively elicit information; deal tactfully and courteously with a variety of individuals and groups and establish and maintain effective working relationships.

**TRAINING AND EXPERIENCE GUIDELINES:**

1. Possession of a baccalaureate degree from an accredited college or university in art, art history, museum studies, arts administration or a closely related field; **AND**
2. Two years of verifiable museum registration experience; **AND**
3. Computer literacy in word processing, data base management and a computerized registration system.

Possession of a master's degree from an accredited college or university in museum studies, arts administration or a closely related post-graduate program may substitute for one year of the required museum registration experience

**Effective Date:** 12-7-87

**Amended Date:** 9/22/00

**Reason for amendment:** To accurately reflect the current task, knowledge, skills and abilities defined in the most recent job analysis conducted for this class.

**CITY AND COUNTY OF SAN FRANCISCO**  
**DEPARTMENT OF HUMAN RESOURCES**

**JOB CODE TITLE: MUSEUM REGISTRAR**

OCT - 4 2000

SAN FRANCISCO  
PUBLIC LIBRARY

**JOB CODE: 3556**  
Business Unit: COMMN

**DEFINITION:** Under direction, performs a wide variety of professional registration duties in support of the museum's collections management and exhibition programs.

**DISTINGUISHING FEATURES:** Incumbents in Class 3556 Museum Registrar perform the full range of registration functions, including the more difficult and complex duties. Class 3558 Senior Museum Registrar is distinguished from this class by its planning, supervisory and management responsibilities.

**SUPERVISION EXERCISED:** May supervise the work of subordinate personnel such as associate or assistant registrars, interns, and volunteers when required.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Receives, inspects, accessions, documents, labels and catalogs objects acquired for collections and/or exhibitions; makes notes and/or comments on condition reports; oversees deaccession procedures in compliance with collection management policies.
2. Oversees the movement, exhibition, storage, and disposition of art objects in order to guarantee security of the collections, including coordination with conservators, preparators, designers, curators and photographers.
3. Facilitates care and security of collections of art and artifacts on site; coordinates with conservators regarding the conditions necessary to store objects in a seismically safe, temperate place; controls art storage area; oversees object movement, internal and external; conducts periodic inventories of collection areas; maintains storage records and shelf lists.
4. Arranges for insurance on permanent collection, outgoing or incoming loans, including executing applications for federal indemnification of international exhibitions, maintaining insurance coverage and computing premiums when due, and processing liability and damage claims.
5. Prepares agreements and arrangements for outgoing and incoming loans, special exhibitions or permanent installation of objects, including contractual arrangements, loan agreement forms, exhibition contracts, condition reports, facility reports, supplying photographs, cataloging information, and other documents related to collections management.
6. Makes shipping arrangements for incoming and outgoing objects; inspects objects and checks condition reports, making notes as needed; coordinates the packing, crating and couriering of objects; establishes the date and method of shipping items. Works collaboratively with museum staff including curators, conservators, preparators, and packers, as well as representatives of other museums and outside art handling personnel such as airline personnel and cargo handlers in coordinating, scheduling, and monitoring the safe and legal movement of objects.
7. Researches and provides accurate information to museum administrators, staff and board members, representatives of other museums and the general public regarding loans, special collections, catalog information, packing, shipping, and insurance; promotes compliance with federal, state, and local laws relating to art collections management.

8. Serves as a courier accompanying valuable objects of art in transit as required. Accompanies art to offsite storage or airport cargo facility, oversees containerization and security; coordinates with customs broker; travels with art; supervises loading and unloading of crates at airport, borrowing museum and other venues. May oversee installation of objects at borrowing museums.
9. May prepare and manage special project budgets as required.
10. May train and supervise the work of subordinate personnel such as associate or assistant registrars, interns, and volunteers when required.
11. May check exhibitions to ensure environmental standards and security.
12. Performs related duties as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

Knowledge of: principles and practices of professional art/artifact registration; collections management standards and procedures; principles and practices of museum records management; computerized registration methods and related data processing techniques; principles and procedures used to handle, inspect, label and store fragile objects of art and to protect art objects from environmental hazards; legal standards and law applicable to collections management; fine arts insurance practices and procedures; and a general knowledge of fields such as art, art history and anthropology relative to the collection

Ability to: maintain detailed, complex records pertaining to the management, movement, exhibition, storage, and disposition of art objects; use a computer to input and maintain records and to produce reports and correspondence; prepare clear, accurate and understandable documents such as reports, memos, correspondence and statistical information; evaluate information, set priorities and establish an appropriate course of action for self and/or others to accomplish specific goals; speak in a clear, well-organized and concise manner in order to provide work-related information appropriate to the understanding of the listener; listen, ask relevant questions and effectively elicit information; deal tactfully and courteously and establish and maintain effective working relationships with a variety of individuals and groups.

**TRAINING AND EXPERIENCE GUIDELINES:**

1. Possession of a baccalaureate degree from an accredited college or university in art, art history, museum studies, arts administration or a closely related field and four years of verifiable museum registration experience;      **OR**
2. Possession of a master's degree from an accredited college or university in art, art history, museum studies, arts administration or a closely related postgraduate program and two years of verifiable museum registration experience.      **AND**
3. Computer literacy in word processing, data base management and a computerized registration system.

**Effective Date:** 12-7-87**Amended Date:** 9/22/00**Reason for amendment:** To accurately reflect the current task, knowledge, skills and abilities defined in the most recent job analysis conducted for this class.

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES****JOB CODE TITLE: SENIOR MUSEUM REGISTRAR****OCT - 4 2000  
SAN FRANCISCO  
PUBLIC LIBRARY  
JOB CODE: 3558  
Business Unit: COMMN**

**DEFINITION:** Under general direction, supervises the staff and manages and coordinates the operations of the registration division in support of the museum's collections management and exhibition programs.

**DISTINGUISHING FEATURES:** Incumbents in Class 3558 Senior Registrar are responsible for planning and directing the collections management activities of a museum; this class is distinguished from class 3556 Museum Registrar by its planning, supervisory and management responsibilities.

**SUPERVISION EXERCISED:** Supervises the work of registration staff, including registrars, interns, and volunteers.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:** According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Manages the operations of the registration department; plans, prioritizes and schedules workload, delegating specific tasks as necessary to subordinate staff; assesses resource needs and recommends adjustments as required; prepares and administers the budget for the registration department; assists in the development of exhibition and museum-wide special project budgets; ensures compliance with Federal, State, and local laws and prevailing museum ethical standards relating to collections management; develops and implements museum-wide systems and procedures for effective collections management in consultation with senior staff.
2. Supervises the work of registration staff; assigns and directs work, monitors and evaluates performance of subordinate personnel, including registrars and clerical staff as well as preparators, packers, photographers and temporary project work crews engaged in collections management functions; provides training and fosters professional development.
3. Oversees the receipt, inspection, accession, documentation, and cataloging of objects acquired for collections and/or exhibitions; oversees deaccession procedures in compliance with collection management policies.
4. Supervises care and security of the museum's collections of art and artifacts on site; coordinates with conservators regarding the conditions necessary to store objects in a seismically safe, temperate place and best use of available space; controls art storage area; oversees periodic inventories of collection areas; ensures maintenance of accurate storage records and shelf lists.
5. Manages the internal and external movement, storage, and location tracking of art objects in order to guarantee security of the collections, coordinating with conservators, designers, preparators, curators and other museum staff.
6. Oversees and ensuring proper arrangements for insurance on permanent collection, outgoing or incoming loans, including execution of applications for federal indemnification of international exhibitions, maintenance of insurance coverage and processing liability and damage claims.
7. Prepares and/or reviews agreements and arrangements for outgoing and incoming loans, special exhibitions or permanent installation of objects, including contractual arrangements, loan agreement forms, exhibition contracts, condition reports, facility reports, supplying photographs, cataloging information, and other documents related to collections management functions.
8. Makes and/or reviews shipping arrangements for incoming and outgoing objects, including coordinating the packing, crating and courting of objects; establishes the date and method of shipping items; ensures that objects are inspected and condition reports completed. Works collaboratively with museum staff including curators, conservators, preparators, packers, as well as representatives of other museums and outside art handling personnel such as airline personnel and cargo handlers in coordinating, scheduling, and monitoring the safe and legal movement of objects.
9. Supervises a comprehensive collection documentation system, including both computerized and manual records; manages the implementation and maintenance of the computerized collections management system; designs and prepares reports; works with curators and other staff to meet informational needs regarding art objects.

10. Researches and provides accurate information to museum staff, representatives of other museums and the general public regarding loans, special collections, catalog information, packing, shipping, and insurance; promotes compliance with federal, state, and local laws relating to art collections management.
11. Coordinates activities of registration department with other museum departments; promotes good working relationships between registration staff and museum colleagues; coordinates preparations for meetings of committees on acquisitions, loans and exhibitions; identifies issues, prepares agenda, and arranges for art objects to be on view; serves as liaison with dealers, private collectors and lenders, artists, appraisers and representatives from other museums.
12. Serves as a courier accompanying valuable objects of art in transit as required; accompanies art to offsite storage or airport cargo facility, oversees containerization and security; coordinates with customs broker; travels with art; supervises loading and unloading of crates at airport, borrowing museum and other venues; may oversee installation of objects at borrowing museums.
13. May oversee inspection of exhibitions to ensure proper environmental conditions and security.
14. Performs related duties as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

Knowledge of: principles and practices of professional art/artifact registration; collections management standards and procedures; principles and practices of museum records management; computerized registration methods and related data processing techniques; principles and procedures used to handle, inspect, label and store fragile objects of art and to protect art objects from environmental hazards; legal standards and law applicable to collections management; fine arts insurance practices and procedures; and a general knowledge of fields such as art, art history and anthropology relative to the collection.

Ability to: maintain detailed, complex records pertaining to the management, movement, exhibition, storage, and disposition of art objects; use a computer to input and maintain records and to produce reports and correspondence; prepare clear, accurate and understandable documents such as reports, memos, correspondence and statistical data; evaluate information, set priorities and establish an appropriate course of action for self and/or others in order to accomplish specific goals; assign, train, direct and evaluate the work of subordinate staff; manage the functions of a museum registration department; identify future department needs, develop budget and staffing plans; design effective systems for collections management; coordinate functions with other museum departments; speak in a clear, well-organized and concise manner in order to provide work-related information appropriate to the understanding of the listener; listen, ask relevant questions and effectively elicit information; deal tactfully and courteously with a variety of individuals and groups and establish and maintain effective working relationships.

**TRAINING AND EXPERIENCE GUIDELINES:**

1. Possession of a baccalaureate degree from an accredited college or university in art, art history, museum studies, arts administration or a closely related field and five years of verifiable museum registration experience; **OR**
2. Possession of a master's degree from an accredited college or university in art, art history, museum studies, arts administration or a closely related postgraduate program and three year of verifiable museum registration experience. **AND**
3. Computer literacy in word processing, data base management and a computerized registration system.

**Effective Date:** 12-7-87**Amended Date:** 9/22/00

**Reason for amendment:** To accurately reflect the current task, knowledge, skills and abilities defined in the most recent job analysis conducted for this class.

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

(Abolishes 3560 Executive Secretary, Art Commission)

CLASS TITLE: EXECUTIVE DIRECTOR, ART COMMISSION

CODE: 3561

CHARACTERISTICS OF THE CLASS:

Subject to Commission approval, is responsible for carrying out administrative responsibilities of the office of the Art Commission; initiates, plans, develops and directs cultural programs; plans for and coordinates a variety of cultural exhibits and presentations sponsored by the Commission; plans for, coordinates and conducts art competitions; and performs related duties as required.

Requires responsibility for: Developing, coordinating and interpreting policies and procedures in connection with the operations of the Commission office; making regular, important contacts with a wide variety of cultural committees and representatives in connection with cultural and administrative activities of the Commission; preparing and reviewing detailed and important operational and financial records and reports of Commission activities.

EXAMPLES OF DUTIES:

1. Initiates, plans, develops and directs cultural programs; initiates, conducts and supervises surveys and studies in connection with these programs.
2. Plans for, coordinates and conducts art competitions; prepares contracts and supervises the execution of art work consistent with the ordinance providing enrichment for all public buildings.
3. Contacts, coordinates and makes program arrangements with a variety of professional persons including conductors, soloists, agents and other individuals in the entertainment and cultural fields.
4. Prepares contracts and supervises the execution of contractual services of a variety of performers, artists and auxiliary workers.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree, with major course work in liberal arts.

Requires at least eight years of progressively responsible experience in administrative and office operations, methods and procedures; budgeting and financial methods and procedures; theatrical and entertainment productions and programming.

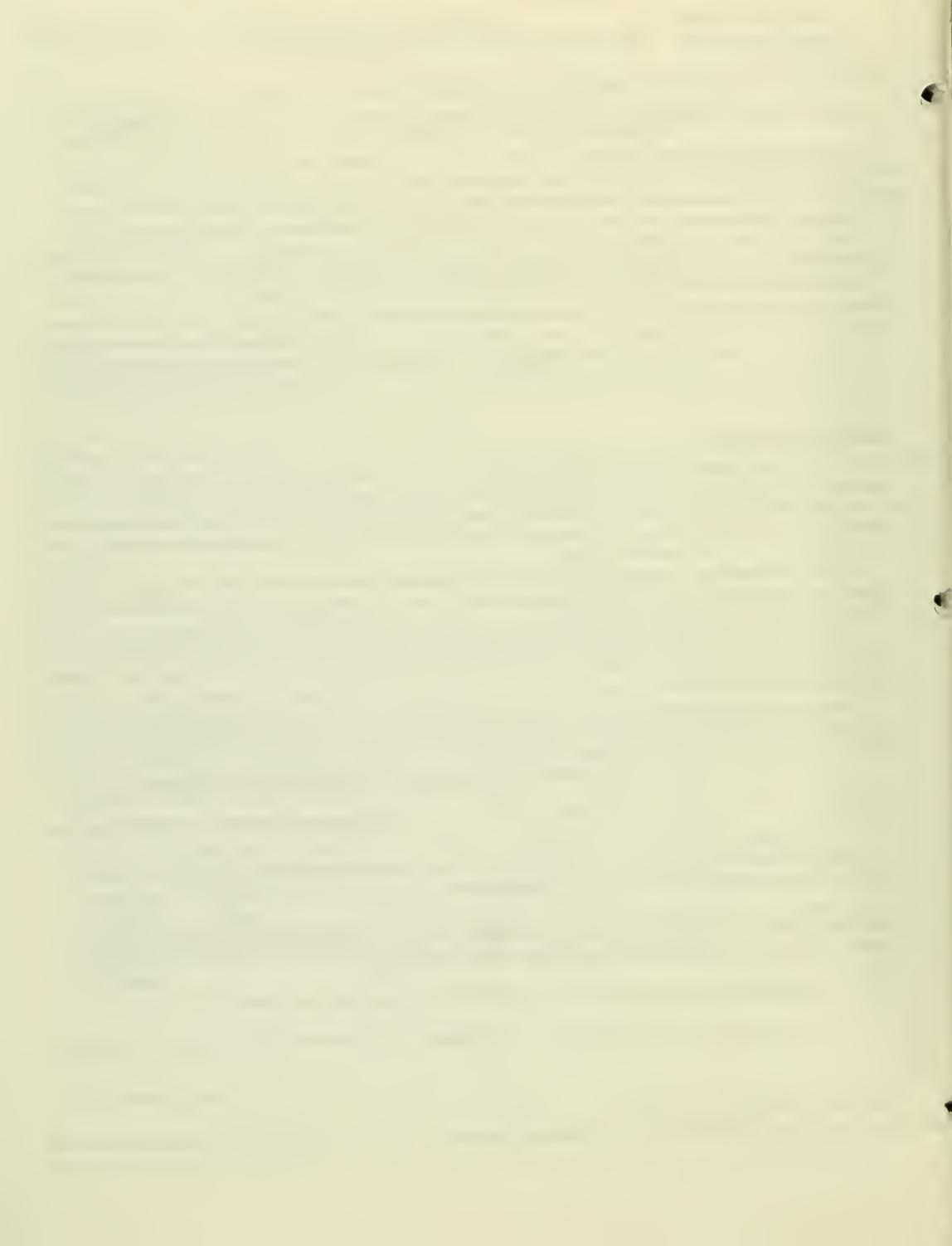
Knowledge, Abilities and Skills: Requires considerable knowledge of: Modern office management and administrative techniques and methods; operating rules and regulations pertaining to the Art Commission.

Requires unusual ability to: Plan programs and deal tactfully, courteously and effectively with professional performers, their representatives and the general public; requires considerable administrative ability.

PROMOTIVE LINES:

No normal lines of promotion; class exempt from examination.

ADOPTED: December 9, 1968



SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

(Abolishes 3561 Executive Director,  
Art Commission)

CLASS TITLE: DIRECTOR - CULTURAL AFFAIRS

CODE: 3562

CHARACTERISTICS OF THE CLASS:

Subject to the policy determination of the Art Commission: Plans, organizes and directs city-wide cultural activities, including the promotion and development of art, music and related cultural programs; confers with community groups, organizations and governmental agencies to coordinate cultural activities and programs; participates in and reviews proposed architectural design of structures controlled by the city; prepares and reviews operational and financial records and reports, and performs related duties as required.

Requires responsibility for: Developing, coordinating and executing policies and procedures in connection with a city-wide program of cultural activities and affairs; making regular important contacts with cultural committees, organizations and other representatives in connection with cultural activities and programs; preparing and reviewing detailed and important operational and financial records and reports of Commission activities.

EXAMPLES OF DUTIES:

1. Plans and administers the cultural program of the Art Commission; makes arrangements for art exhibits, lectures, music contests, chorales, community sings and musical productions.
2. Coordinates city art and music programs with other local art activities; plans and directs city-wide cultural programs, maintaining liaison between existing art groups and the Art Commission.
3. May recommend membership in the Arts Commission and encourages participation of members; appears before civic groups to stimulate interest and fosters support for the municipal art and music programs.
4. Represents the Art Commission before the legislative bodies and civic groups and its committees on administrative and cultural matters.
5. Participates in and reviews design of public buildings and other structures to be erected on or over property owned or controlled by the city.
6. Examines paintings, mural decorations and other works of art offered to the city and recommends acceptance or rejection of same; maintains inventory of city art collections.
7. Plans for, coordinates, and conducts art competitions; prepares contracts and supervises the execution of art works consistent with the ordinance providing enrichment for all public buildings.
8. Contacts, coordinates and makes program arrangements with a variety of professional persons including conductors, soloists, agents and other individuals in the entertainment and cultural fields.
9. Prepares contracts and supervises the execution of contractual services of a variety of performers, artists and auxiliary workers.
10. Prepares reports regarding cultural activities; prepares and submits annual operating budget and revenue projections.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree, with major course work in art administration or a related field.

Requires at least five years of progressively responsible experience in the

MINIMUM QUALIFICATIONS: (contd)

field of art and art administration or an equivalent combination of training and experience.

Knowledges, Abilities and Skills: Requires a thorough knowledge of: City Charter provisions and ordinances pertaining to the work of the Art Commission; a good knowledge of art and music organizations and their methods of operation; a general knowledge of cultural resources and needs of the community; a general knowledge of the functions of city departments, particularly those engaged in activities which have some relation to the work of the Art Commission.

The ability to direct the program of the Art Commission and to deal effectively with the policy as approved by the Commission; ability to speak effectively in public; ability to establish and maintain effective cooperation and desirable relations with public officials, private citizens and civic groups; organizational ability, and the ability to handle correspondence and administrative detail.

PROMOTIVE LINES: No normal lines of promotion; class exempt from examination.

Adopted: 3/20/72

**CHARACTERISTICS OF THE CLASS**

Under general direction, coordinates the operations of the Neighborhood Arts Program (NAP) for the Art Commission; directs subordinate staff engaged in budget, fiscal, personnel and facilities maintenance activities; develops and implements NAP policies and procedures; and performs related duties as required.

**DISTINGUISHING FEATURES:**

This single position class is responsible for the day-to-day management of a city-wide community arts program, directing the units responsible for budget, payroll and personnel functions, fund raising, publicity and physical operations. The position reports to the Director of Cultural Affairs, Art Commission. It is distinguished from other positions in that it involves both administrative and programmatic responsibilities in a community arts context.

**EXAMPLES OF DUTIES:**

1. Directs and supervises the accounting, payroll, personnel and facilities maintenance activities of the Neighborhood Arts Program; oversees the preparation of important operational, financial, personnel and technical records and reports.
2. Prepares budget requests, allocates budget and monitors fiscal performance of all cost centers.
3. Confers with community groups, governmental agencies and other cultural organizations to develop NAP policies and procedures.
4. Identifies and develops sources of revenue for the NAP; prepares funding prospectuses; supervises fund raising and publicity activities.
5. Represents the NAP before the Art Commission and at various meetings, conferences and public events; works with personnel from other departments to improve cultural services.

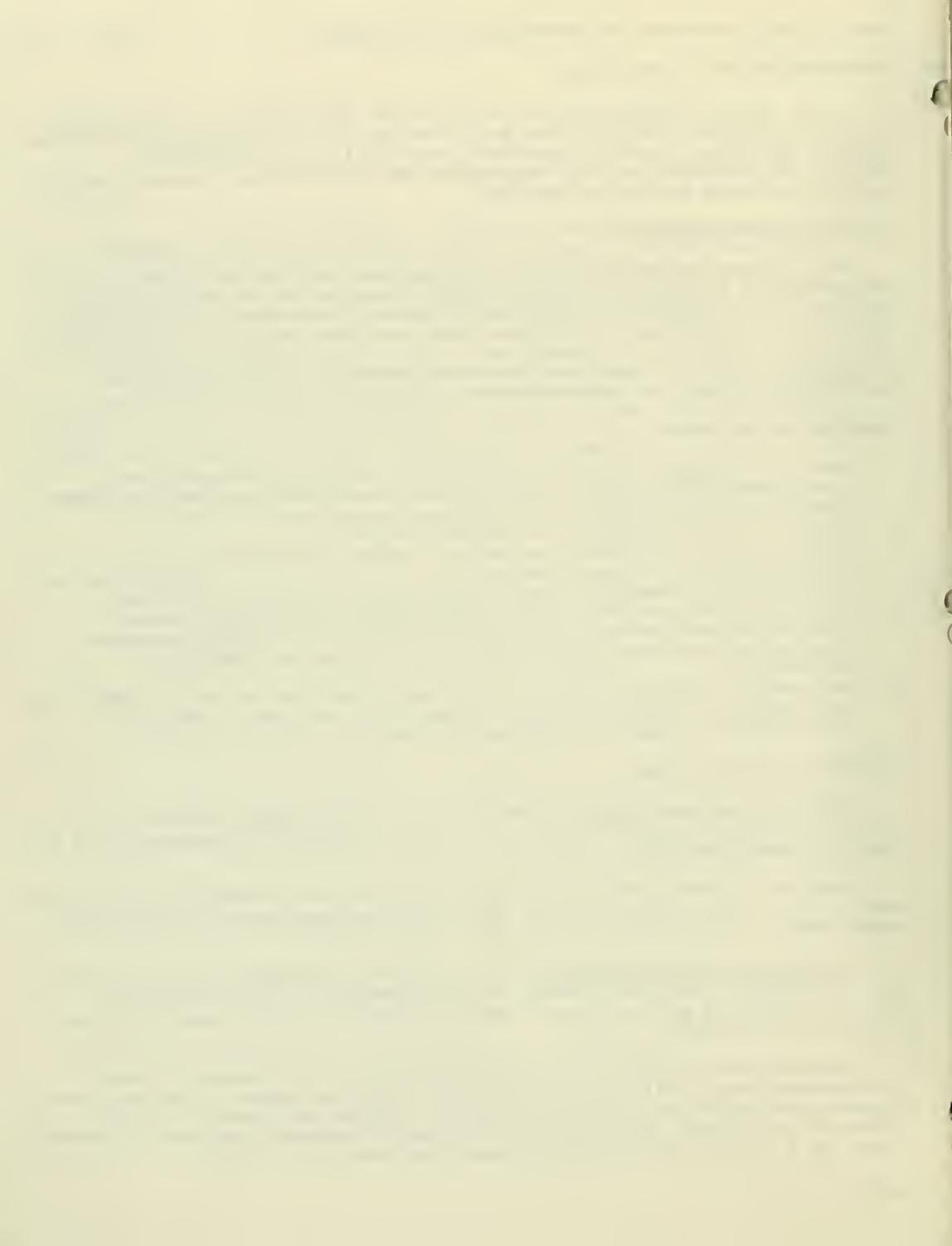
**MINIMUM QUALIFICATIONS:**

Training and Experience: Completion of a four year college or university baccalaureate degree, preferably with major course work in art and arts administration.

Requires a least one year of experience in arts administration in the public or private sector; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of the financial and programmatic aspects related to the planning, organization and implementation of a broad based community arts program; supervision and management practices.

Requires the ability to: work effectively with community groups, representatives of City departments and Commission members and employees; prepare and maintain a variety of forms, records and reports; plan, organize and direct the work of subordinates; analyze and make recommendations on a variety of operational and programmatic concerns.



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: EXECUTIVE SECRETARY, BOARD OF TRUSTEES,  
M. H. deYOUNG MEMORIAL MUSEUM

CODE: 3564

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, performs difficult and responsible office and administrative work in connection with the Director's and Board of Trustees' offices of the museum; serves as secretary to the Board of Trustees and Finance Officer for the museum; and performs related duties as required.

Requires responsibility for: interpreting, enforcing and assisting in the development of policies and procedures relative to the operations of the Director's and Board of Trustees' offices; making continuing responsible contacts with other departmental personnel, officials of outside organizations and the general public relative to the administrative operations of the museum and the Board of Trustees; directing the preparation and maintenance of detailed and important operational, financial and personnel reports affecting museum activity.

EXAMPLES OF DUTIES:

1. Serves as secretary to the Board of Trustees and its Executive Committee; compiles the minutes of all committee and board meetings and assures their safe custody and proper distribution; prepares agenda for Executive Committee and general minutes of the Board of Trustees.
2. Serves as Finance Officer of the museum; directs the maintenance of all accounts for property, receipts and expenditures, and files annual report to Controller concerning status of accounts.
3. Consolidates and submits annual departmental budget.
4. Is responsible for inventory of valuable works of art stored at museum to determine value and appropriate disposition.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree with major course work in public administration or a closely related field.

Requires at least six years of progressively responsible administrative and office management experience, including two years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: modern office management and administrative techniques and methods, particularly as applied to the operation of a large fine arts museum; existing ordinances, rules and regulations applicable to the functions of the museum and the Board of Trustees.

Requires considerable ability to: plan, assign and supervise the activities of subordinate personnel; meet and deal effectively and tactfully with other departmental officials, representatives of outside organizations and agencies and the general public; review, evaluate and supervise the maintenance and preparation of a wide variety of departmental records and reports.

PROMOTIVE LINES:

No normal lines of promotion - position exempt from examination.

AMENDED: 11/20/67

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SAN FRANCISCO CIVIL SERVICE COMMISSION

(AMENDED)

CLASS TITLE: EXECUTIVE SECRETARY, MUSEUMS

CODE: 3566

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, serves as a principal assistant to the Museums Director; performs difficult and responsible administrative and financial work; plans, organizes and directs administrative activities; serves as secretary to the Board of Trustees; carries out special staff assignments for the Director; may act for the Director in his absence; and performs related duties as required.

Requires responsibility for: Interpreting, coordinating, enforcing and executing policies and procedures of the financial and operations of the museums; assists in originating, developing, planning and implementing new procedures relative to the efficient and economical management of the museums; supervising the preparation and maintenance of financial, operations, purchasing and contractual records, reports and files; making continuous responsible contacts with the staff, other city departments, representatives of other museums and outside organizations, and the general public.

EXAMPLES OF DUTIES:

1. Serves as secretary to the Board of Trustees; compiles and distributes the minutes of all committee and board meetings; prepares the agenda of board meetings.
2. Compiles a wide variety of documents, information and other data; as directed by the board, prepares correspondence, documents, reports, forms, directives and other communications.
3. Supervises all financial matters of the museums; plans, assigns and directs the activities of subordinate office personnel; keeps a full account of all property, money, receipts and expenditures, files an annual report with the Controller concerning the status of museum accounts; supervises all financial phases of contracts between the museums and the city including investments, acquisitions and development programs.
4. Acts as secretary and fiscal officer for Fine Arts Museums Foundation; allocates, deposits and funds for payment all fiscal remittances pertaining to exhibitions, acquisitions and other programs; is responsible for all foundation fiscal ledgers; maintains a variety of statistics and prepares financial reports and questionnaires relative to all fiscal operations.
5. Supervises the preparation of the annual budget for the museums; estimates revenues for the ensuing fiscal year as part of the budgetary process; advises division representatives regarding the inclusion or exclusion of requested budgetary items; works with museum staff in preparing specifications for purchasing supplies, materials, and equipment; prepares supplemental appropriation requests as required.
6. Meets, consults, and corresponds with individuals, outside organizations, and the general public in connection with explaining museum activities, policies and procedures; serves as departmental liaison in coordinating a variety of administrative matters with other city departments.
7. May act for the Director in administrative matters in his absence; as directed, attends meetings of various legislative bodies, boards, commissions, neighborhood groups and other organizations.
8. Coordinates grant programs budget for government and private funds.
9. Implements fiscal Board of Trustees Foundation programs for special exhibits.
10. Coordinates all personnel expenditures for museum business, for travel, education, workshops, conventions and other museum programs.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or univer-

CLASS TITLE: EXECUTIVE SECRETARY, MUSEUMS

CODE: 3566

MINIMUM QUALIFICATIONS: (contd)

sity with a baccalaureate degree with major course work in business administration, public administration, economics, accounting or a closely related field.

Requires at least eight years of progressively responsible administrative experience, including two years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: The principles, practices and techniques of modern management; the principles of public administration and the functions and operations of large fine arts museums; existing charter provisions, ordinances, rules and regulations applicable to the functions of the museums and the Board of Trustees; the principles of effective public relations.

Requires considerable ability to: Assist in the organization and coordination of the administrative phases of the operations and activities of the museums; plan, assign and supervise the activities of subordinate personnel; meet and deal effectively and tactfully with other departmental officials, representatives of outside organizations and agencies and the general public; review, evaluate and supervise the maintenance and preparation of a wide variety of fiscal records and reports; compile and prepare data and information for both staff and Board of Trustees' activities; coordinate the execution of board policies.

Requires considerable skill in fiscal and budgetary matters.

PROMOTIVE LINES:

No normal line of promotion; class exempt from examination.

AMENDED: 2/20/73

CLASS TITLE: ADMINISTRATIVE ASSISTANT, CENTER OF  
ASIAN ART AND CULTURE

CODE: 3568

## CHARACTERISTICS OF THE CLASS:

Under general administrative direction, performs office and administrative duties in connection with both the Director's and Asian Art Committee Offices of the Center of Asian Art and Culture; assigns, directs and supervises the activities concerning building services and maintenance, security, business and finance, registration, and public information; and performs related duties as required.

Requires responsibility for: Interpreting, enforcing and assisting in the development of policies, methods and procedures; making responsible contacts with various individuals, groups and the general public; directing the preparation and maintenance of detailed and important operational, financial, personnel, and technical reports and records.

## EXAMPLES OF DUTIES:

1. Serves as finance officer of the Avery Brundage Collection of Asian Art; reviews all requests for funds and expenditures; inspects requisitions for supplies and equipment; reviews insurance and shipping matters.

2. Confers with the Director on arrangements for traveling exhibitions; drafts agreements between interested parties relative to exhibitions; supervise the proper disbursement of funds; and provides interim and final accounting reports to the Director and interested parties.

3. Assures that proper maintenance and security of physical center properties and exhibits exists at all times.

4. Prepares and supervises the preparation of a large variety of operational records and reports, including consolidation of the annual departmental budget; assumes responsibility for the proper maintenance of the Center's art files, archives and photographic archives.

5. Acts as liaison officer between the various art and cultural agencies; prepares a variety of correspondence, memoranda and reports; prepares and issues informational material.

## MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree, with major course work in business administration, public administration, or a closely related field.

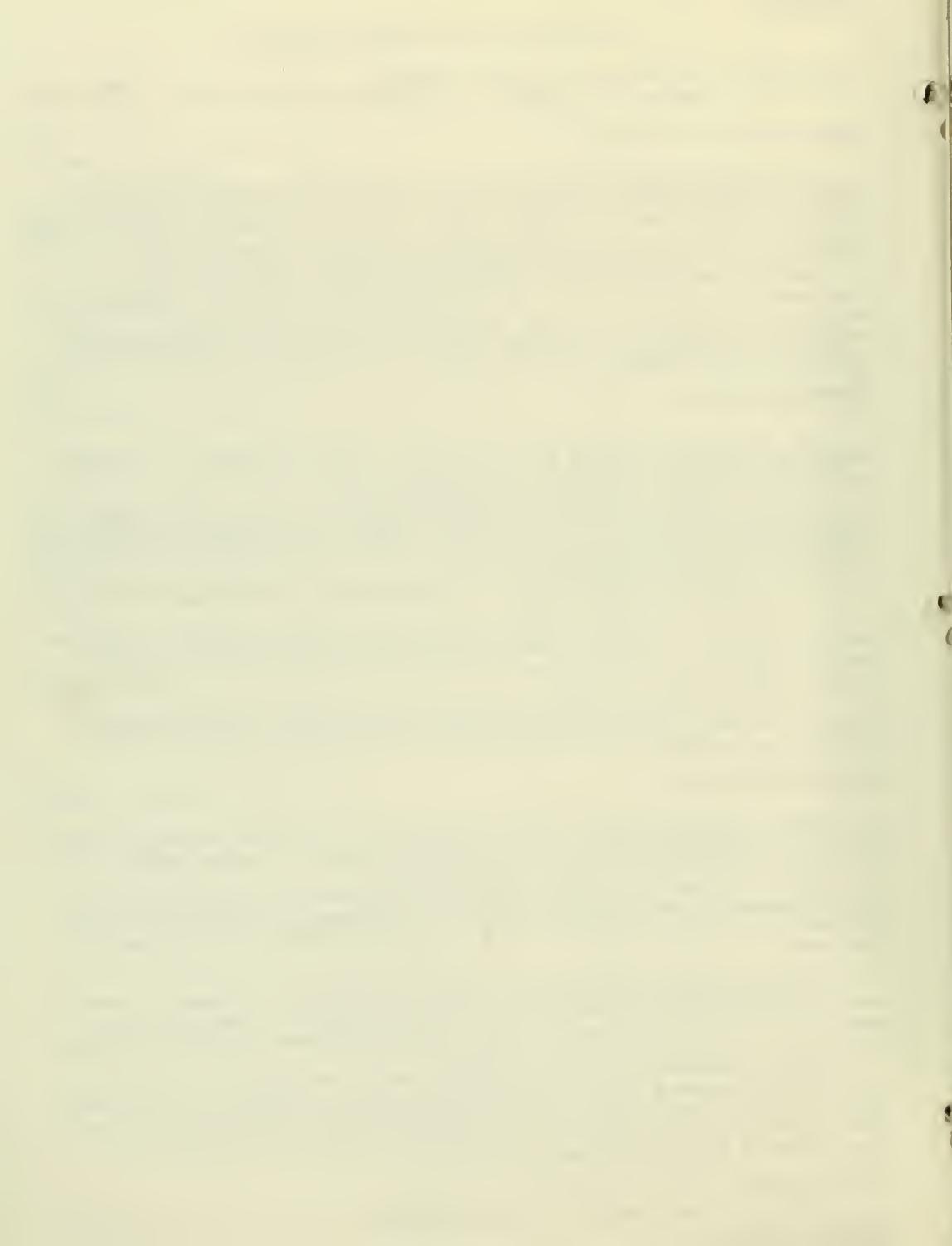
Requires at least four years of progressively responsible administrative and office management experience, preferably in a large museum, including two years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: Administrative principles and procedures; modern office management as applied to the operation of an art and cultural center; existing ordinances, rules and regulations applicable to the functions of the center.

Requires considerable ability to: Plan, assign, and supervise the activities of subordinate personnel; meet and deal effectively and tactfully with other departmental officials, representatives of outside organizations and agencies, and the general public; review, evaluate and supervise the maintenance and preparation of a wide variety of departmental records and reports.

PROMOTIVE LINES: To : No normal line of promotion  
From: Original entrance examination

Adopted: 6/1/70  
Amended: 10/30/72



SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: DIRECTOR AND CHIEF CURATOR OF MUSEUMS

CODE: 3570

CHARACTERISTICS OF THE CLASS:

Subject to the policy determination of the Board of Trustees for each museum, is responsible for directing all activities of the de Young Memorial Museum and the California Palace of the Legion of Honor; plans, assigns, and directs the work of professional and non-professional personnel engaged in museum activities; and performs related duties as required.

Requires major responsibility for: Suggesting, coordinating, approving and executing policies, methods and procedures affecting all units of the museums; making regular and responsible contacts with other departmental officials, officials of public and private organizations and groups and the general public in connection with providing information on museum activities; directing the preparation and maintenance of, and personally reviewing, a wide variety of detailed and important records and reports concerning museum activities and operations.

EXAMPLES OF DUTIES:

1. Directs all activities of the museums and development and enrichment of the various museum collections; directs and participates in locating and selecting paintings and a wide variety of other art work in both the local and international art market for inclusion in the collections of the two museums; conducts studies and research in connection with such art work, and locates funds and donors necessary to their acquisition and recommends to the Board of Trustees the acquisition of works of art.
2. Directs a program of temporary exhibitions organized by the museums and selected from circuit exhibitions organized by other agencies; directs the placing and installation of all permanent and temporary exhibits; makes recommendations regarding improvement of the museums' premises and facilities.
3. Directs the maintenance and operation of physical plant facilities and the care and preservation of valuable works of art; prepares recommendations relative to the improvement of museum facilities and services.
4. Serves as chief curator directing curators in the fields of painting and sculpture, decorative, graphic, and ethnic arts. Evaluates the artistic qualities and authenticity of art work in these fields.
5. May acquire works of art in special circumstances within limits prescribed by the Board of Trustees from available discretionary funds.
6. Determines whether gifts and bequests offered to the museums are of a clear and unrestricted nature. Determines quality and originality of gifts and bequests.
7. Reviews the qualifications of candidates for appointment to Curatorial Staff and recommends appointments to the Board of Trustees.
8. Actively solicits outside private support.
9. Maintains liaison with the Museum Society and other auxiliaries of the museum.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree, with major course work in fine arts, archeology, philosophy, history, or a closely related field, preferably supplemented by graduate training in art history.

CLASS TITLE: DIRECTOR AND CHIEF CURATOR OF MUSEUMS

CODE: 3570

MINIMUM QUALIFICATIONS (Cont'd):

Requires ten years of progressively responsible museum curatorial experience, including five years of administrative experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: the methods, techniques and procedures involved in the maintenance and care of a museum collection of fine arts; international art publications, art, art history and painting and decorative arts.

Requires unusual ability to: teach and instruct art and art appreciation; speak nad write effectively; deal tactfully and courteously with the general public and outside organizations and groups utilizing museum facilities; employ a fair reading knowledge of German, French, Italian and Latin.

PROMOTIVE LINES: No normal lines of promotion - position exempt from examination.

ADOPTED: July 16, 1973

(Abolisher: 3580 Museums Director)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ADMINISTRATIVE ASSISTANT, M. H. deYOUNG MUSEUM

CODE: 3571

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, assists in the overall and administrative management of the M. H. deYoung Memorial Museum; prepares and maintains operational financial and personnel reports affecting museum activity; and performs related duties as required.

Requires responsibility for: assisting in the organization and development of department policy and methods; making responsible personal contacts with various individuals and groups concerned with the museum's program and exhibits; supervising the preparation and maintenance of important operational and financial reports and records.

EXAMPLES OF DUTIES:

1. Maintains books of accounts and prepares necessary operating and financial statements; exercises control over expenditures within approved appropriations; assembles material for department budget.
2. Assures that the physical museum properties are properly maintained and cared for and that proper security of museum properties and exhibits exists at all times.
3. Analyzes personnel and purchasing needs; reviews and recommends requisitions for supplies, equipment and personal services; recommends methods of achieving economies through more efficient use of equipment and personnel services.
4. Makes cost studies of various activities to increase efficiency and effectuate better operations; participates in administrative discussions; makes recommendations regarding establishment or changing of policies.
5. Participates in the preparation of annual operating reports and related statistics.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree with major course work in business administration, economics, accounting, public administration, or closely related field.

Requires two years of general administrative or office management experience; or an equivalent combination of training and experience.

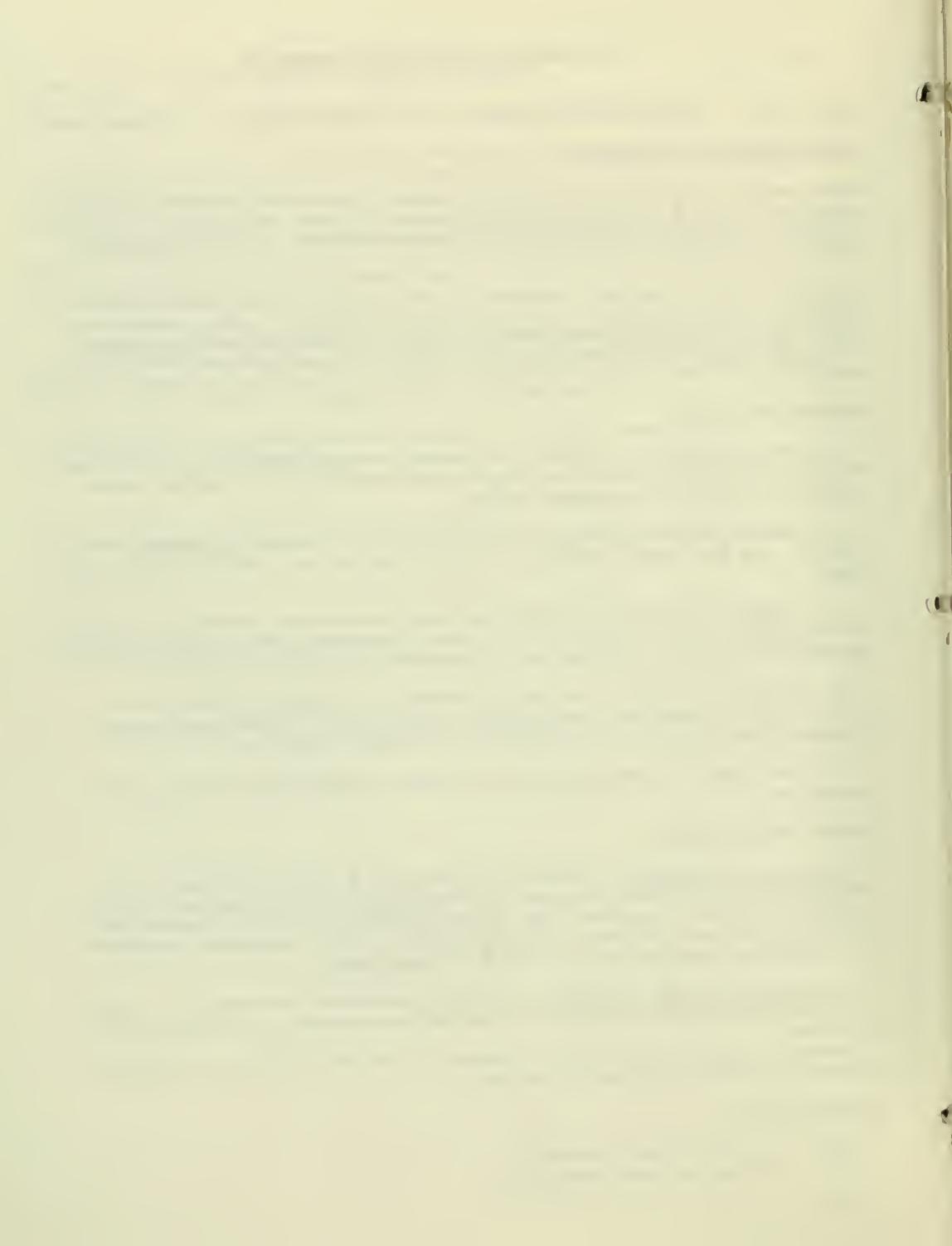
Knowledge, Abilities and Skills: Requires considerable knowledge of: administrative principles and procedures; modern office management and administrative techniques.

Requires considerable ability to: assist in the many facets of the museum's business and public relations activities.

PROMOTIVE LINES:

To : No normal line of promotion  
From: Original entrance examination

ADOPTED: 11/20/67



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DIRECTOR, M.H. DeYOUNG MEMORIAL MUSEUM

CODE: 3572

CHARACTERISTICS OF THE CLASS:

Subject to the policy determination of the Board of Trustees, is responsible for directing all activities of the museum; plans, assigns and directs the work of professional and non-professional personnel engaged in museum activities; and performs related duties as required.

Requires major responsibility for: co-ordinating, approving and executing policies and methods affecting all units of the museum; making regular personal contacts with other departmental officials, officials of public and private organizations and groups and the general public in connection with providing information of museum activities; directing the preparation and maintenance and personally reviewing a wide variety of detailed and important records and reports concerning museum activities and operations.

EXAMPLES OF DUTIES:

1. Directs all activities of the museum and the development and enrichment of the various museum collections; directs and participates in locating and selecting paintings and other art work in the international art market; conducts studies and researches in connection with such art work and locates funds and donors necessary to their acquisition.

2. Directs a program of temporary exhibitions organized by the museum and selected from circuit exhibitions organized by other agencies; directs the placing and installation of all permanent and temporary exhibits; makes recommendations regarding improvement of the museum's premises and facilities.

3. Serves as chief curator of painting and sculpturing and appraises the artistic qualities and authenticity of paintings and sculptural work.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree, with major course work in fine arts, archeology, philosophy, history or a closely related field, preferably supplemented by graduate training in art history.

Requires ten years of progressively responsible museum curatorial experience, including five years of administrative experience; or an equivalent combination of training and experience.

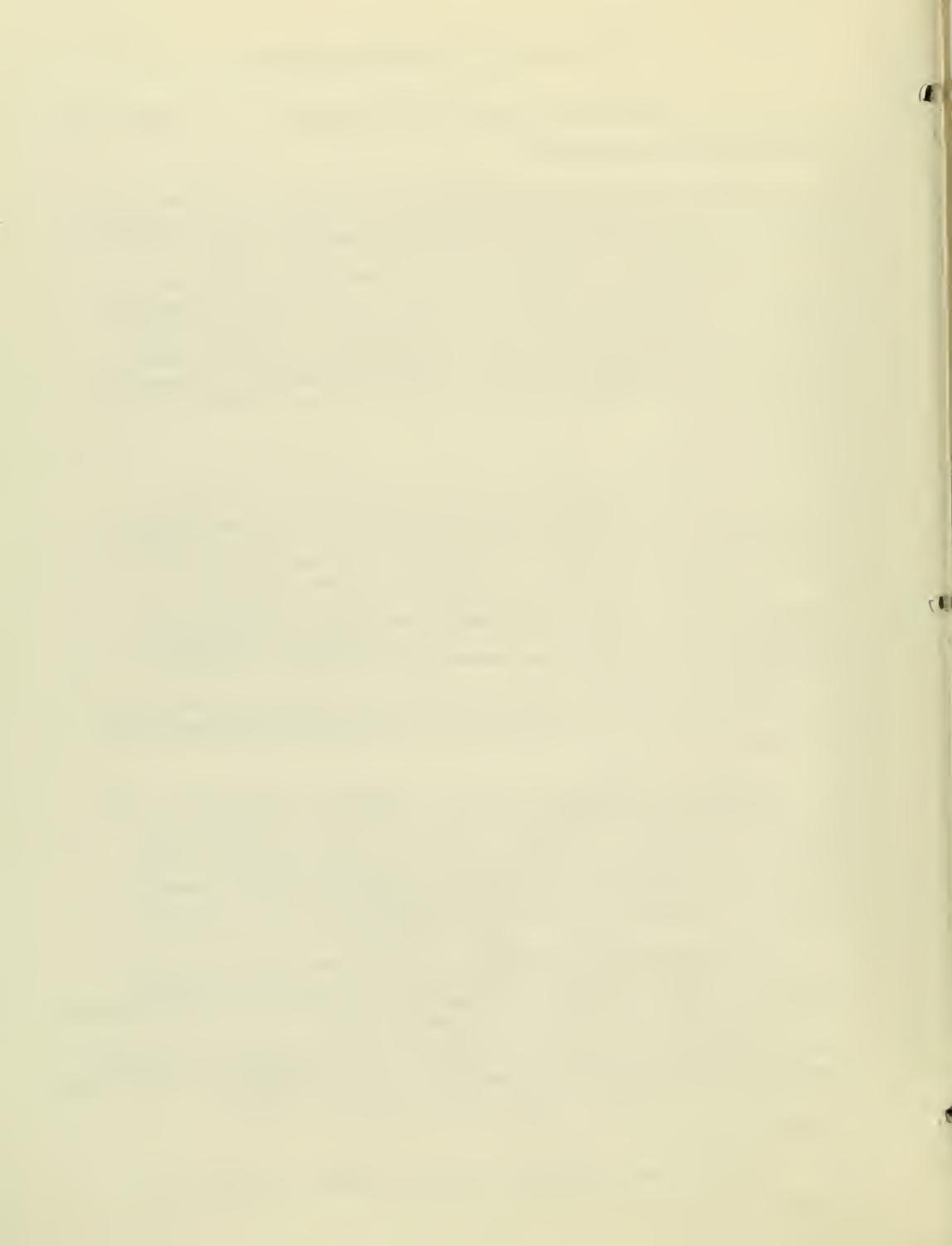
Knowledge, Abilities and Skills: Requires comprehensive knowledge of: the methods, techniques and procedures involved in the maintenance and care of a museum collection of fine arts; international art publications, art, art history and painting and decorative arts.

Requires unusual ability to: teach and instruct art and art appreciation; speak and write effectively; deal tactfully and courteously with the general public and outside organizations and groups utilizing museum facilities; employ a fair reading knowledge of German, French, Italian, and Latin.

PROMOTIVE LINES:

No normal lines of promotion - position exempt from examination.

AMENDED: 6/30/66



CLASS TITLE: ASSISTANT DIRECTOR, CALIFORNIA PALACE  
OF THE LEGION OF HONOR

CODE: 3576

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, assists in the program planning and administrative management of the museum and the coordination and direction of all curatorial activities; and performs related duties as required.

Requires responsibility for: interpreting and coordinating existing policies and procedures and assists in the development of new policies and methods relative to the operations of the museum; making responsible personal contacts with other departmental officials, public and private organizations and groups and the general public in connection with providing information on museum activities and facilities; supervising the preparation and maintenance of important operational and technical reports and records.

EXAMPLES OF DUTIES:

1. Plans and implements the museum's special exhibition program, including the selection of paintings and objects to be displayed, the allocation of gallery space and the design and construction work related to such exhibitions; determines the placement of paintings and art objects in temporary exhibitions.

2. Lectures on loan exhibitions and provides a wide variety of professional information on museum activities and exhibits.

3. Supervises the photographing of special installations and individual works included in exhibitions; contacts other museums in connection with the planning and implementation of loan exhibitions.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in art history.

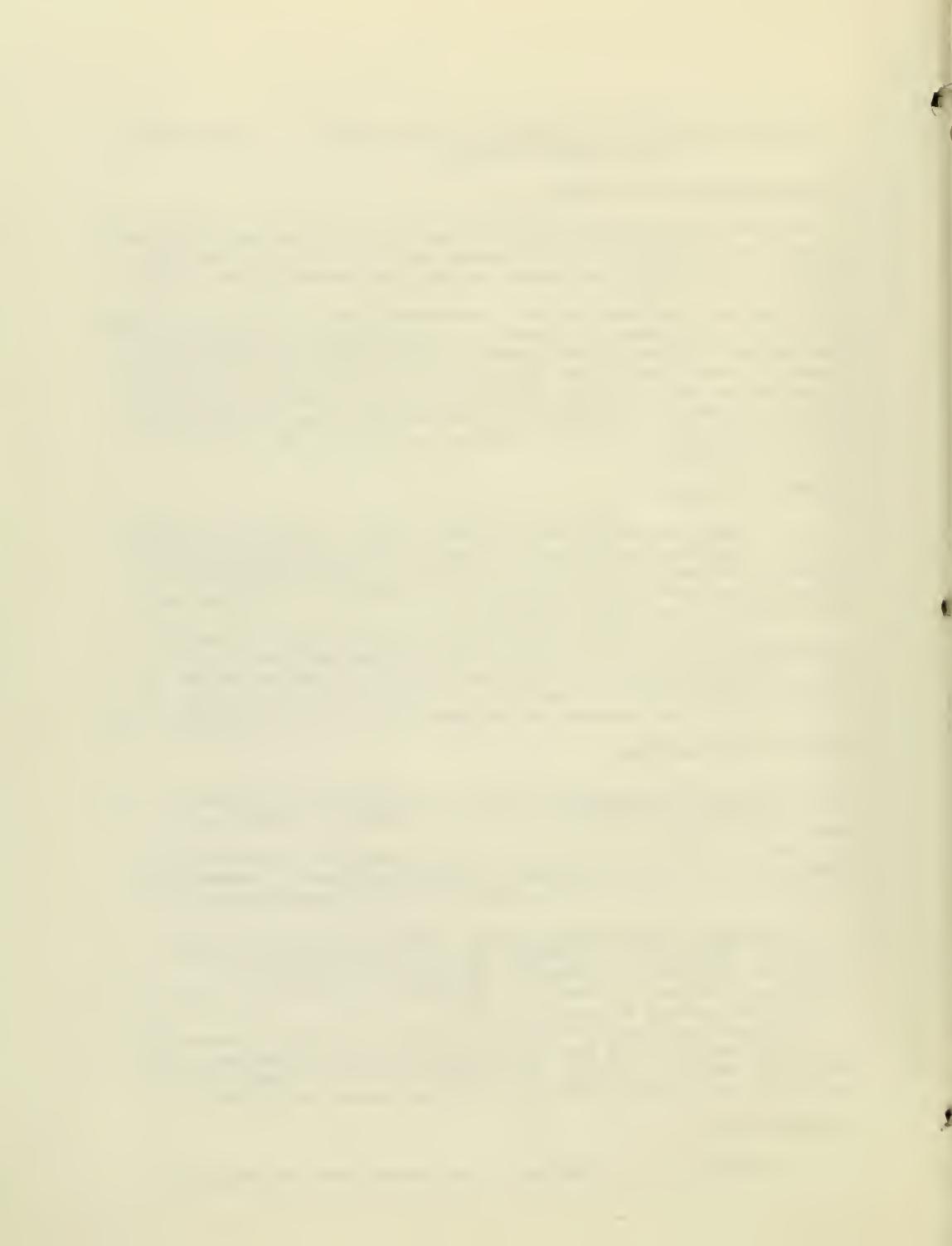
Requires eight years of progressively responsible curatorial experience in a large art museum, including four years of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: the methods, techniques and procedures involved in the maintenance and care of a museum collection of fine arts; the techniques involved in classifying and exhibiting art objects; art history and painting and decorative arts.

Requires considerable ability to: plan and coordinate museum exhibitions; assist in the many facets of museum public relations activities and deal tactfully and courteously with the general public and other groups and organizations utilizing museum facilities.

PROMOTIVE LINES:

No normal lines of promotion - class exempt from examination.



CLASS TITLE: DIRECTOR, CALIFORNIA PALACE OF THE  
LEGION OF HONOR

CODE: 3578

CHARACTERISTICS OF THE CLASS:

Subject to top management approval, is responsible for directing all activities of the museum; plans, assigns and directs the work of professional and non-professional personnel engaged in museum activities; and performs related duties as required.

Requires major responsibility for: coordinating, approving and executing policies and procedures affecting all units of the museum and its operations; making regular responsible personal contacts with other departmental officials, officials of public and private organizations and groups and the general public relative to providing information on museum activities and operations; directing the preparation and maintenance of a wide variety of detailed and important records and reports concerning museum activities and operations.

EXAMPLES OF DUTIES:

1. Directs all activities of the museum and the development and enrichment of the various museum collections.
2. Directs and participates in the locating and selecting of art objects and art work for inclusion in the museum collection.
3. Conducts or directs studies and research in connection with art work and locating funds and donors necessary to their acquisition.
4. Directs the maintenance and operation of physical plant facilities and the care and preservation of valuable works of art; prepares recommendations relative to the improvement of museum facilities and services.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in fine arts, archeology, philosophy, history or a closely related field, preferably supplemented by graduate training in art history.

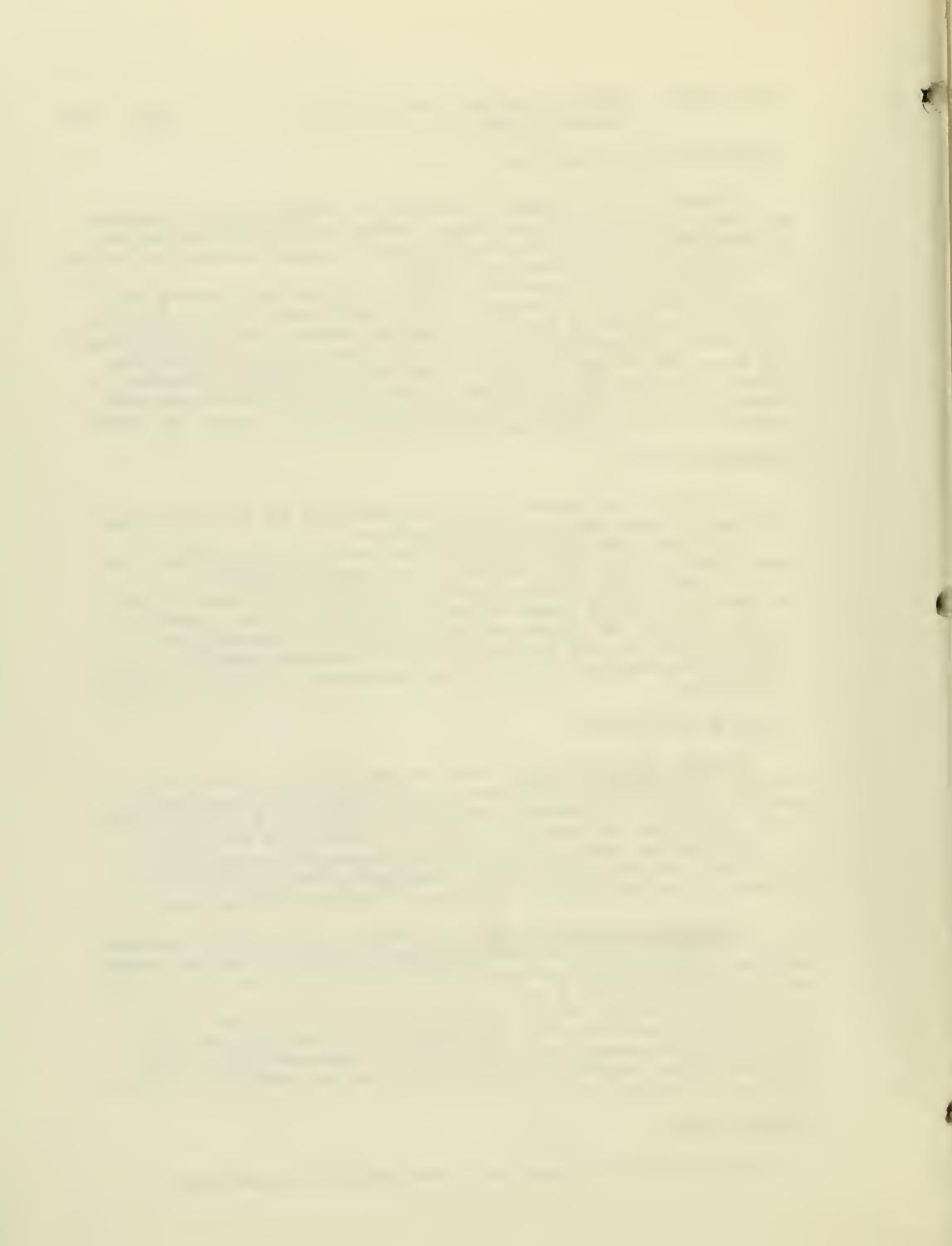
Requires ten years of progressively responsible museum curatorial experience, including five years of responsible administrative experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: the methods, techniques and procedures involved in the maintenance and care of the museum's collection of fine arts; art, art history and painting and decorative arts.

Requires unusual ability to: teach and instruct in art and art appreciation; speak and write effectively; deal tactfully and courteously with the general public and outside organizations and groups utilizing museum facilities; employ a fair reading knowledge of German, French, Italian and Latin.

PROMOTIVE LINES:

No normal lines of promotion - class exempt from examination.



*Class 2 of 10*  
**(NEW CLASS)**

SAN FRANCISCO CIVIL SERVICE COMMISSION

DOCUMENTS

CLASS TITLE: ASSISTANT DIRECTOR, MUSEUMS

JUN 16 1971

CODE: 3579

CHARACTERISTICS OF THE CLASS:

**SAN FRANCISCO  
PUBLIC LIBRARY**

Subject to administrative approval, assists in the program planning and administrative management of the museums and the coordination and direction of all curatorial activities; and performs related duties as required.

Requires responsibility for: Interpreting and coordinating existing policies and procedures and assists in the development of new policies and methods relative to the operations of the museums; making responsible personal contacts with other departmental officials, public and private organizations and groups and the general public in connection with providing information on museum activities and facilities; supervising the preparation and maintenance of important operational and technical reports and records.

EXAMPLES OF DUTIES:

1. Plans and implements the museums' special exhibition program, including the selection of paintings and objects to be displayed, the allocation of gallery space and the design and construction work related to such exhibitions; determines the placement of paintings and art objects in temporary exhibitions.
2. Lectures on loan exhibitions and provides a wide variety of professional information on museum activities and exhibits.
3. Supervises the photographing of special installations and individual works included in exhibitions; contacts other museums in connection with the planning and implementation of loan exhibitions.
4. Coordinates museum acquisitions, curatorial staff work and all program planning of the museum complex.
5. Coordinates the publishing and editing of scholarly material, lectures and tours for the benefit of the museum; researches major acquisitions; conducts interviews for curatorial positions; and contacts potential donors.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree, with major course work in art history.

Requires eight years of progressively responsible curatorial experience in a large art museum, including four years of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: The methods, techniques and procedures involved in the maintenance and care of a museum collection of fine arts; the techniques involved in classifying and exhibiting art objects; art history and painting and decorative arts.

Requires considerable ability to: Plan and coordinate museum exhibitions; assist in the many facets of museum public relations activities and deal tactfully and courteously with the general public and other groups and organizations utilizing museum facilities.

PROMOTIVE LINES:

No normal line of promotion - class exempt from examination

Adopted: 4/26/71

Abolishes: 3576 Assistant Director, California Palace of the Legion of Honor

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(NEW CLASS)  
(ABOLISHES: 3572 DIRECTOR, M. H. DE YOUNG MEMORIAL MUSEUM)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: MUSEUMS DIRECTOR

CODE: 3580

CHARACTERISTICS OF THE CLASS:

Subject to the policy determination of the Board of Trustees for each museum, is responsible for directing all activities of the de Young Memorial Museum and the California Palace of the Legion of Honor; plans, assigns, and directs the work of professional and non-professional personnel engaged in museum activities; and performs related duties as required.

Requires major responsibility for: Coordinating, approving and executing policies, methods and procedures affecting all units of the museums; making regular and responsible contacts with other departmental officials, officials of public and private organizations and groups and the general public in connection with providing information on museum activities; directing the preparation and maintenance of, and personally reviewing, a wide variety of detailed and important records and reports concerning museum activities and operations.

EXAMPLES OF DUTIES:

1. Directs all activities of the museums and development and enrichment of the various museum collections; directs and participates in locating and selecting paintings and a wide variety of other art work in both the local and international art market for inclusion in the collections of the two museums; conducts studies and researches in connection with such art work, and locates funds and donors necessary to their acquisition.

2. Directs a program of temporary exhibitions organized by the museums and selected from circuit exhibitions organized by other agencies; directs the placing and installation of all permanent and temporary exhibits; makes recommendations regarding improvement of the museums' premises and facilities.

3. Directs the maintenance and operation of physical plant facilities and the care and preservation of valuable works of art; prepares recommendations relative to the improvement of museum facilities and services.

4. Serves as chief curator of painting and sculpturing and appraises the artistic qualities and authenticity of paintings and sculptural work.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree, with major course work in fine arts, archeology, philosophy, history, or a closely related field, preferably supplemented by graduate training in art history.

Requires ten years of progressively responsible museum curatorial experience, including five years of administrative experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: The methods, techniques and procedures involved in the maintenance and care of a museum collection of fine arts; international art publications, art, art history and painting and decorative arts.

Requires unusual ability to: Teach and instruct art and art appreciation; speak and write effectively; deal tactfully and courteously with the general public and outside organizations and groups utilizing museum facilities; employ a fair reading knowledge of German, French, Italian and Latin.

PROMOTIVE LINES: No normal lines of promotion - position exempt from examination

ADOPTED: April 6, 1970

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CLASS TITLE: MARITIME MUSEUM DIRECTOR

CODE: 3582

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, directs and supervises the activities of the maritime museum; and performs related duties as required.

Requires major responsibility for: developing, coordinating and executing policies and procedures relative to the overall operations of the museum and its facilities; making continuous responsible contacts with other department personnel, outside agencies and organizations and representatives of various groups in connection with museum operations; preparing and supervising the preparation and maintenance of important and detailed operational records and reports.

EXAMPLES OF DUTIES:

1. Directs the activities of the maritime museum, including the acquisition, classification, cataloging, display and interpretation of the museum collection; designs and supervises the installation of exhibits; prepares material for publicity releases.

2. Performs research work and assists and advises others on research problems dealing with maritime history; conducts courses and lectures on museum exhibits; makes recommendations relative to the growth of the museum collection.

3. Is responsible for the management of maritime relics including the fiscal management and physical maintenance of such relics.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in marine science, or a closely related field.

Requires four years of progressively responsible experience involving the care and custody of maritime relics, documents and similar museum exhibits; or an equivalent combination of training and experience.

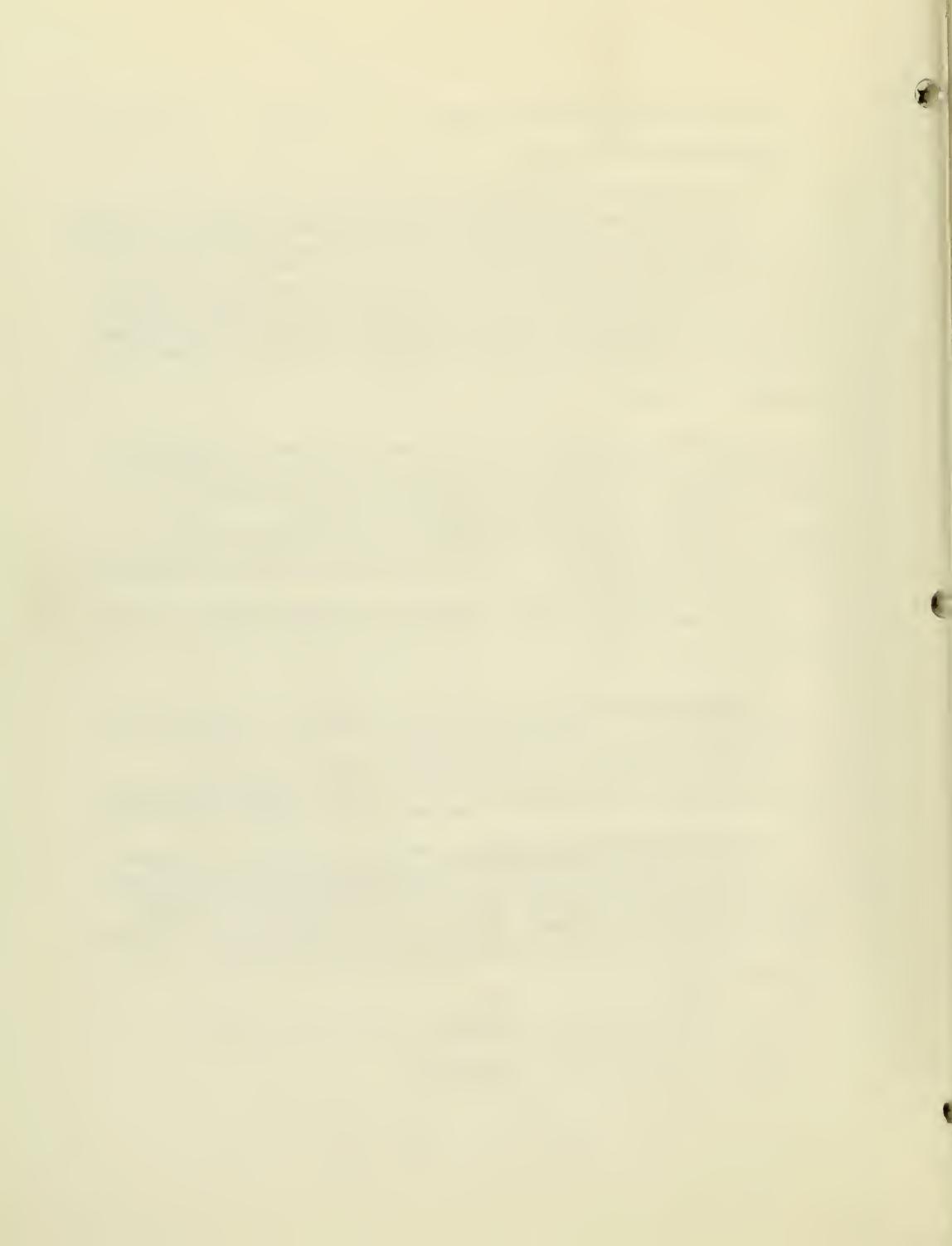
Knowledge, Abilities and Skills: Requires considerable knowledge of: maritime history and traditions; museum techniques and procedures.

Requires considerable ability to: direct the work of others; establish and maintain effective contacts with individuals and organizations interested in maritime history and the activities of the museum; prepare publicity materials for release on museum activities.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Original entrance examination



SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: ASSISTANT DIRECTOR FOR COLLECTIONS, MUSEUMS

CODE: 3584

CHARACTERISTICS OF THE CLASS:

Subject to top management approval, assists in the program planning and administrative management of the museums and the coordination and direction of all curatorial activities; and performs related duties as required.

Requires responsibility for: Interpreting and coordinating existing policies and procedures and assists in the development of new policies and methods relative to the operations of the museums; making responsible personal contacts with other departmental officials, public and private organizations and groups and the general public in connection with providing information on museum activities and facilities; supervising the preparation and maintenance of important operational and technical reports and records.

EXAMPLES OF DUTIES:

1. Plans and implements the museums special exhibition program, including the selection of paintings and objects to be displayed, the allocation of gallery space and the design and construction work related to such exhibitions; determines the placement of paintings and art objects in temporary exhibitions.
2. Lectures on loan exhibitions and provides a wide variety of professional information on museum activities and exhibits.
3. Supervises the photographing of special installations and individual works included in exhibitions; contacts other museums in connection with the planning and implementation of loan exhibitions.
4. Coordinates museum acquisitions, curatorial staff work and all program planning of the museum complex.
5. Coordinates the publishing and editing of scholarly material, lectures and tours for the benefit of the museum; researches major acquisitions; conducts interviews for curatorial positions; and contacts potential donors.
6. Serves as the acting director in the absence of the Director of Museums.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree with major course work in art history.

Requires eight years of progressively responsible curatorial experience in a large art museum, including four years of supervisory experience; or an equivalent combination of training and experience.

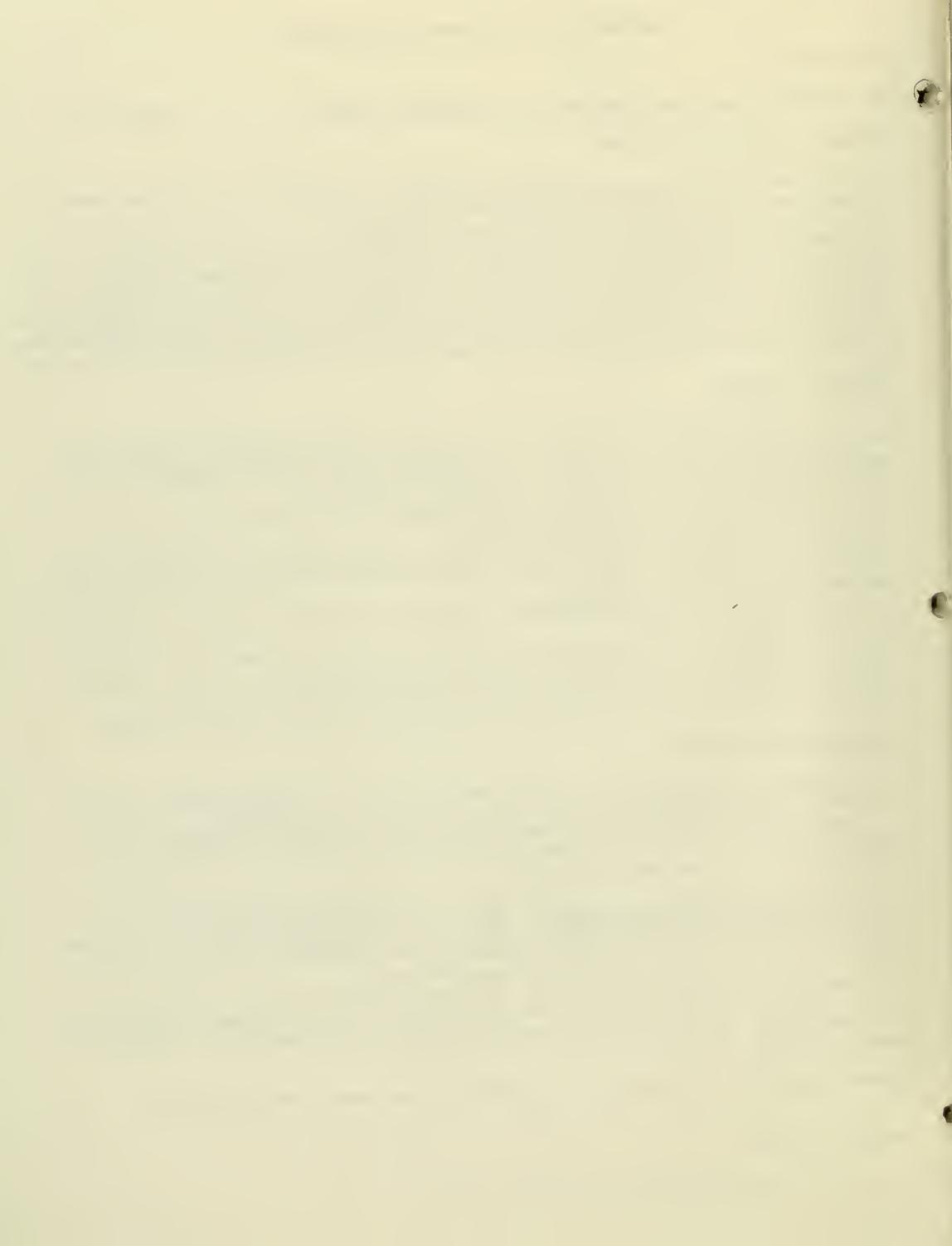
Knowledge, Abilities and Skills: Requires considerable knowledge of: The methods, techniques and procedures involved in the maintenance and care of a museum collection of fine arts; the techniques involved in classifying and exhibiting art objects; art history and painting and decorative arts.

Requires considerable ability to: Plan and coordinate museum exhibitions; assist in the many facets of museum public relations activities and deal tactfully and courteously with the general public and other groups and organizations utilizing museum facilities.

PROMOTIVE LINES: No normal line of promotion; class exempt from examination

ADOPTED: 2/20/73

(abolishes class 3579 Assistant Director, Museums)



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DEPUTY DIRECTOR FOR EDUCATION AND  
EXHIBITIONS, MUSEUMS

CODE: 3585

CHARACTERISTICS OF THE CLASS:

Subject to top management approval, assists in the program planning and administrative management of the M.H. deYoung Memorial Museum and the California Palace of the Legion of Honor. Coordinates and directs all educational and exhibition activities, and plans, assigns and directs the work of professional and non-professional personnel engaged in educational and exhibition activities.

DISTINGUISHING FEATURES:

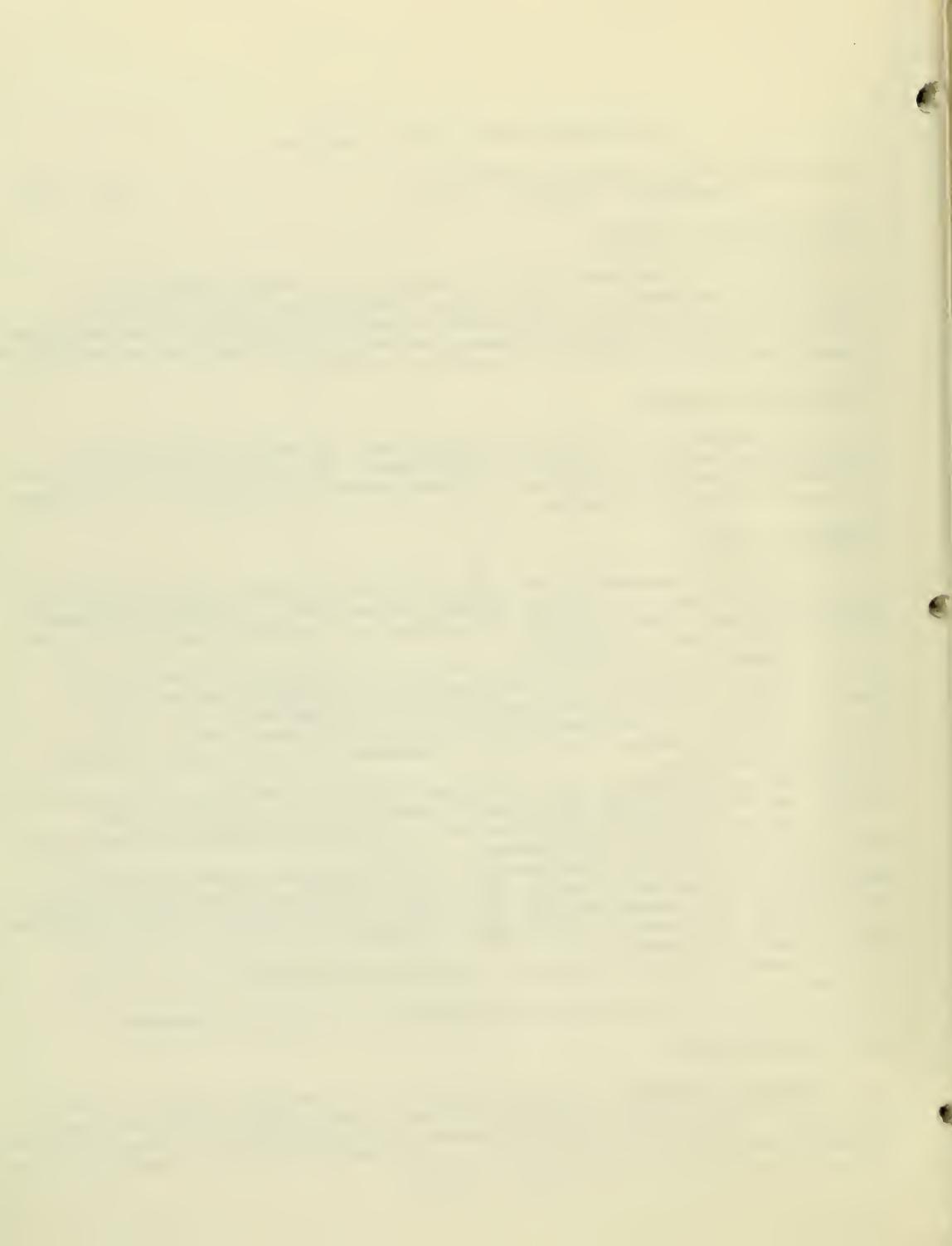
The incumbent of this one-position class plans, implements and directs all educational and exhibition activities of the Museum. The Deputy Director of Education and Exhibits reports to the Director, Fine Arts Museums, and supervises the Art School and Docent and Volunteer Councils.

EXAMPLES OF DUTIES:

1. Plans and implements the Museums' educational programs, including preparation of interpretative materials (labels, handouts, guides, etc.) as related to permanent and temporary exhibitions. Develops and produces other educational materials such as films, television and slide programs.
2. Supervises the operations of the Art School, including its faculty .
3. Plans and supervises all public programs of the Museums such as lectures, symposia, films, performing arts programs and musical programs.
4. Supervises and coordinates all activities of the Docent Council and the Volunteer Council. Designs their training, evaluates their public tours and public information activities.
5. Serves as the direct link in coordination with the San Francisco Unified School District and other public and private school districts in the greater Bay Area.
6. Assists with the publication and editing of scholarly material, gives lectures and tours for the benefit of the Museums.
7. Plans and implements the Museums' special exhibition program, including the selection of paintings and objects to be displayed, the allocation of gallery space and personnel time and oversees the design and construction work related to such exhibitions.
8. Plans and directs the collecting, cataloguing and lending of the Museums' reference and slide library.
9. Develops budgets for Education and Exhibition Department and the Libraries' programs.
10. Serves as Acting Director in the absence of the Director of Museums.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree and major course work in Art/Art History. Masters Degree is desirable. Requires eight years of progressively responsible museum experience and/or equivalent teaching and education/exhibition coordination experience including four years of supervisory experience of more than 5 employees.



CLASS TITLE: DEPUTY DIRECTOR FOR EDUCATION AND  
EXHIBITIONS, MUSEUMS

CODE: 3585

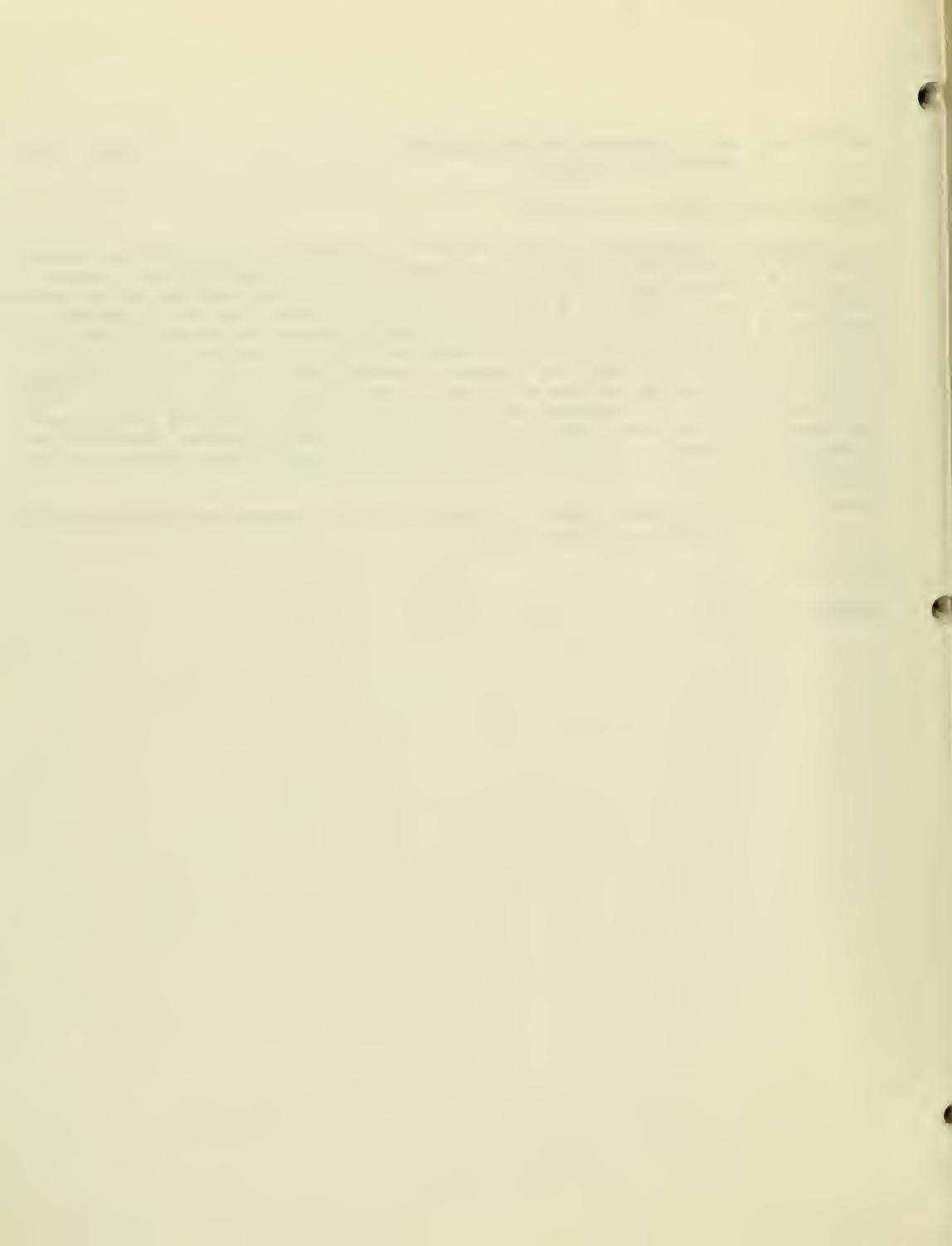
MINIMUM QUALIFICATIONS: (Continued)

Knowledge, Abilities and Skills: Requires considerable knowledge of the methods, techniques and procedures involved in the interpretation and exhibition of a museum collection and travelling collections of fine arts from Europe, America, Africa, Oceania and related areas. Techniques involved in classifying works of art and a thorough knowledge of Art History in the areas of painting, sculpture and decorative arts from all historical periods. Requires considerable ability to: plan and coordinate the Museums' educational and exhibition programs, including publications, public programs and interpretive programs and the activities of the library and slide library. Assist in the many facets of the Museums' public relations activities and deal tactfully and courteously with the general public and other groups using the Museums' facilities or supporting the Museums. Teach and instruct art and art appreciation, speak and write effectively.

PROMOTIVE LINES: No normal lines of promotion. Position exempt from examination per Charter section 3.622.

NEW CLASS

ADOPTED: 11-7-77



SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: ASSISTANT DIRECTOR FOR EDUCATION, MUSEUMS

CODE: 3586

CHARACTERISTICS OF THE CLASS:

Assists in the program planning and administrative management of the museums and the coordination and direction of all educational activities; supervises curatorial activities of the Africa, Oceanic and Americas exhibition programs; and performs related duties as required.

Requires responsibility for: Interpreting and coordinating existing policies and procedures and assists in the development of new policies and methods relative to the education program of the museums; making responsible personal contacts with other departmental officials, public and private organizations and groups and the general public in connection with providing information on museum activities and facilities; supervising the preparation and maintenance of important operational and technical reports and records.

EXAMPLES OF DUTIES:

1. Coordinates the planning, development and implementation of all museum educational programs and activities; supervises the work of the curatorial staff in this area.

2. Plans and implements the Traditional Arts of Africa, Oceania and the Americas exhibition programs, including the selection of objects to be displayed, the allocation of gallery space and the design and construction work related to such exhibitions; determines the placement of art objects in temporary exhibitions.

3. Lectures on loan exhibitions and provides a wide variety of professional information on museum activities and exhibits.

4. Supervises the photographing of the Traditional Arts of Africa, Oceania and the Americas installations and individual works included in exhibitions; contacts other museums in connection with the planning and implementation of loan exhibitions.

5. May coordinate the publishing and editing of scholarly material, lectures and tours for the benefit of the museum; researches major acquisitions, conducts interviews for museum positions; and contacts potential donors.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree with major course work in art history.

Requires eight years of progressively responsible curatorial experience in a large art museum, including four years of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: The methods, techniques and procedures involved in the maintenance and care of a museum collection of fine arts; the techniques involved in museum educational programs; art history and painting and decorative arts.

Requires considerable ability to: Plan and coordinate museum educational programs; assist in the many facets of museum public relations activities; deal tactfully and courteously with the general public and other groups and organizations utilizing museum facilities.

PROMOTIVE LINE: No normal line of promotion; class exempt from examination.

ADOPTED: 2/20/73



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DEPUTY DIRECTOR FOR ADMINISTRATION  
AND DEVELOPMENT, MUSEUMS

CODE: 3587

CHARACTERISTICS OF THE CLASS:

Subject to top management approval, assists in the fiscal, program planning and administrative management of the M.H. deYoung Memorial Museum and the California Palace of the Legion of Honor; plans, assigns and directs administrative and fiscal activities of the public and private sectors of the museums; assigns and directs professional and non-professional personnel engaged in these activities and performs related duties as required.

DISTINGUISHING FEATURES:

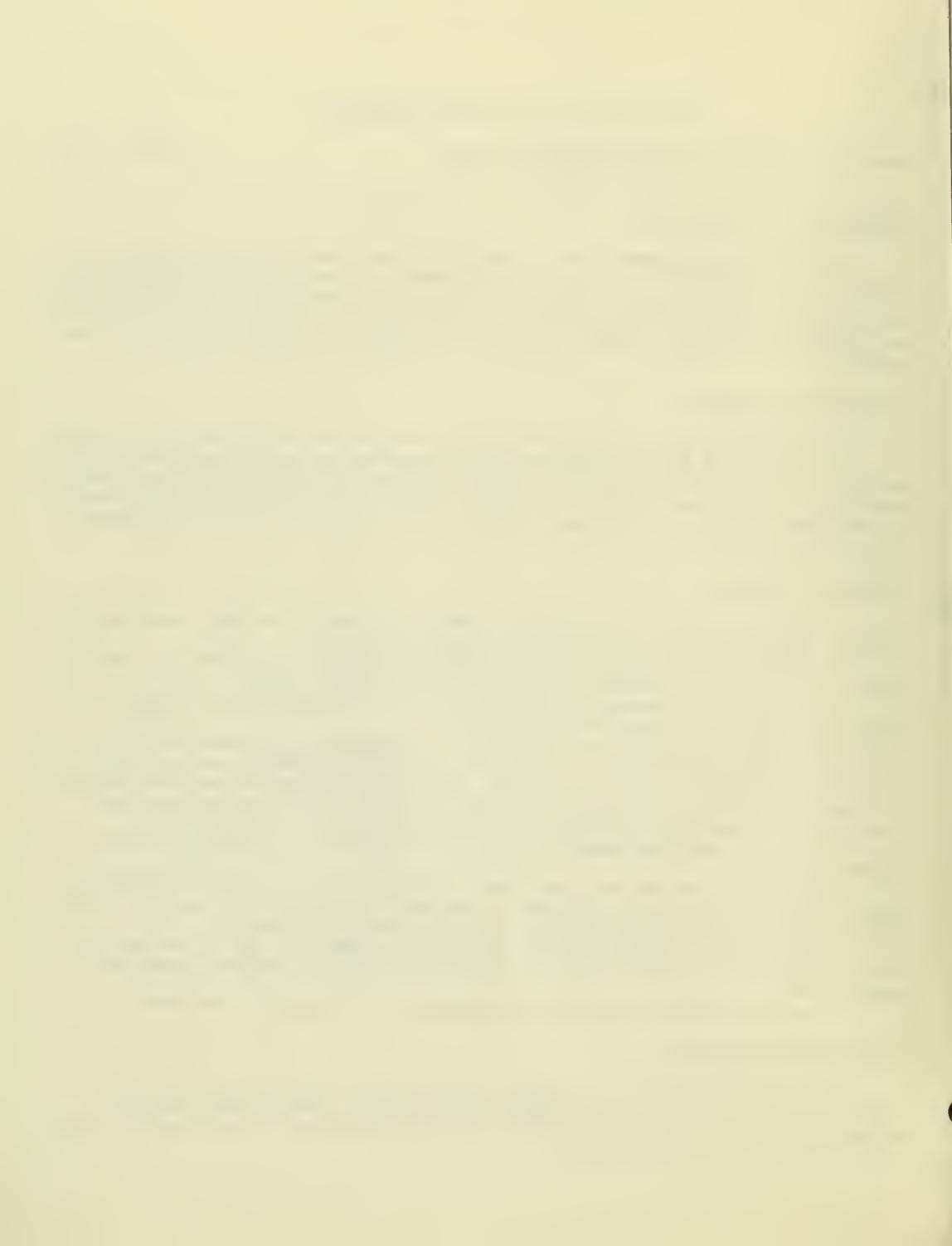
The incumbent of this one-position class is responsible for the day-to-day management of the Fine Arts Museums, directing and supervising the units responsible for budgets, payroll and personnel functions, accounting, fund raising, publicity and physical operations including security and maintenance. The Deputy Director for Administration and Development reports to the Director, Fine Arts Museums and acts for the Director in his absence.

EXAMPLES OF DUTIES:

1. Directs operational and auxiliary services including clerical, communications, security, and maintenance of the physical plant facilities.
2. Directs the accounting, payroll, personnel and admissions functions, including aspects of the Fine Arts Museums Foundation and the Museum Society.
3. Directs the preparation and administration of the departmental budget and the museums' portion of the Museum Society budget.
4. Prepares recommendations relative to the improvement of museum facilities and services, including preliminary planning work in building renovation and expansion.
5. Coordinates and reviews contracts, agreements and legal documents on behalf of the Board of Trustees and the Director of Museums regarding professional services, royalties, gifts and bequests, construction work, publishing and copyrights.
6. Provides staff assistance to the Board of Trustees, prepares reports and recommendations.
7. Supervises the museums' Development Office in soliciting and administering private grants and donations in support of the museums' programs and operations from State and Federal agencies and private foundations and individuals.
8. Serves as the liaison with various City departments on administration, fiscal and personnel matters; attends meetings of various legislative bodies, boards and commissions.
9. Serves as Acting Director in the absence of the Director of Museums.

MINIMUM QUALIFICATIONS:

Requires completion of a four year college or university, with a baccalaureate degree with major course work in business administration, public administration, economics or a closely related field; preferably supplemented by course work in fine arts, archeology, or architecture.



CLASS TITLE: DEPUTY DIRECTOR FOR ADMINISTRATION  
AND DEVELOPMENT, MUSEUMS

CODE: 3587

MINIMUM QUALIFICATIONS: (Cont.)

Requires at least eight years of progressively responsible administrative, business or staff capacity experience analyzing and making recommendations for the solution of problems of organization, procedure, program, budgeting and personnel including four years as head of the administrative division in a recognized museum; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: the principles, practice and techniques of public administration and museum management; the principles of efficient public relations; the procedures of security and maintenance regarding museum buildings and property.

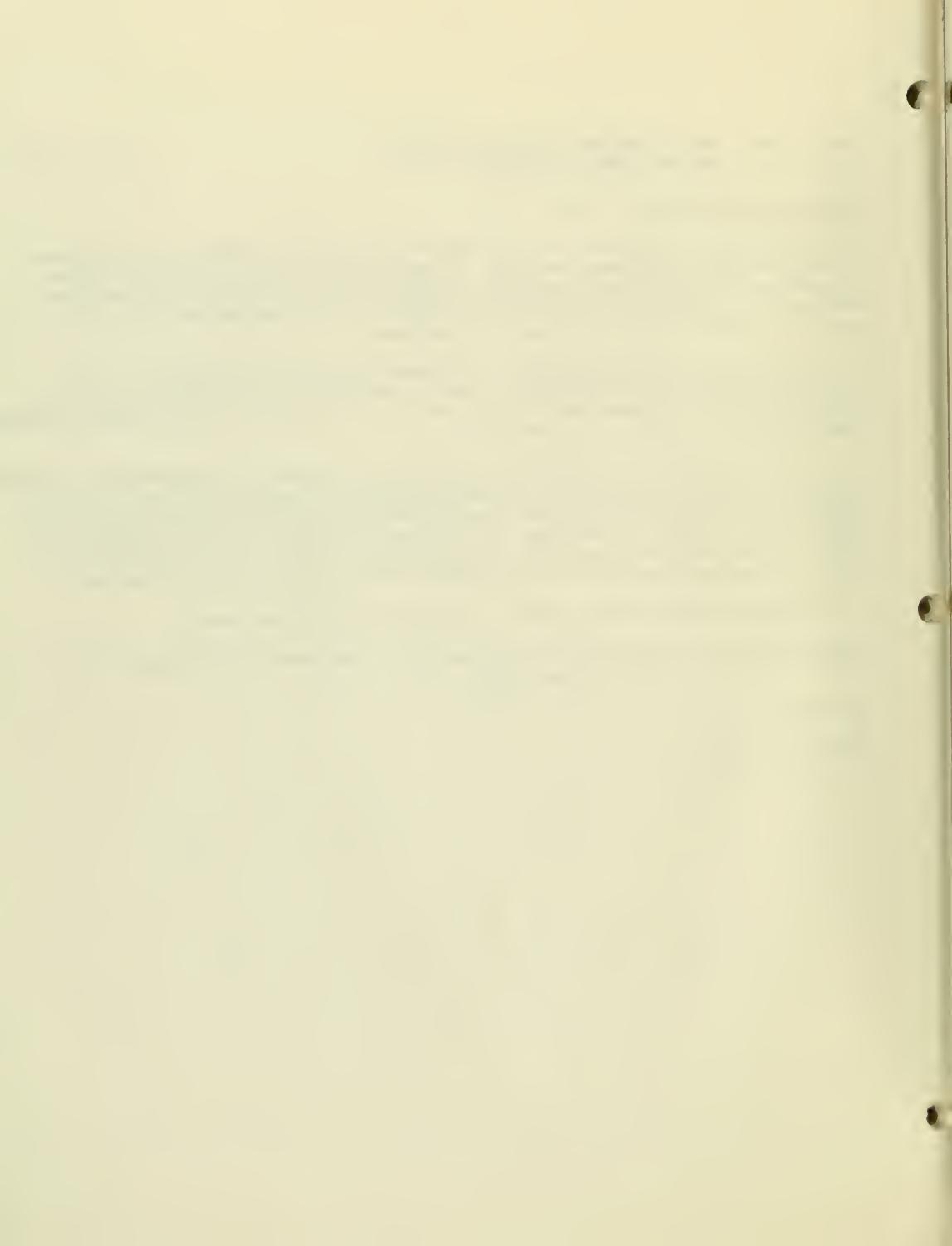
Requires considerable ability to: understand, analyze and interpret the guidelines of private funding sources and to develop strategies for acquiring grants; meet and deal effectively and tactfully with other department officials, representatives of outside organizations and agencies, and the general public; plan and coordinate the complex fiscal and operational activities of this city department with those of the Fine Arts Museums Foundation and the Museum Society; speak and write effectively.

Requires unusual skill in interviewing and counseling employees.

PROMOTIVE LINES: No normal lines of promotion - class exempt from examination per Charter section 3.622.

NEW CLASS

ADOPTED: 11-7-77



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DEPUTY DIRECTOR AND CHIEF CURATOR, ASIAN ART MUSEUM      CODE: 3588

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, coordinates and directs all exhibition, educational, acquisition, conservation, publication and collection-cataloging activities at the Asian Art Museum; plans, assigns and directs the work of professional and non-professional staff engaged in these activities; performs technical liaison services with other art and cultural organizations concerning museum activities and policies; acts for the Director in his or her absence and performs related duties as assigned.

DISTINGUISHING FEATURES:

This single-position classification, reporting to the Director of the Asian Art Museum, is responsible for planning, implementing and directing curatorial and related activities. The incumbent develops and manages a program to insure the optimal utilization, display, preservation and enrichment of the Museum's collection.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule7)

1. Establishes, coordinates and oversees the long-range planning and implementation of all curatorial functions including acquisitions, exhibitions and publications; locates major acquisitions and supervises their research; oversees total acquisition program in order to develop a balanced collection; plans overall exhibition schedules considering the need to exhibit the permanent collections as well as stimulate public interest through major traveling exhibitions; develops concepts, initiates and supervises the planning of major traveling or thematic exhibitions within the United States and abroad.
2. Develops, oversees and coordinates the long-range goals for the Museum's conservation activities; establishes policies and parameters for the preservation, restoration and storage of works of art.
3. Establishes and oversees the long-range goals for the Museum's education department including the development of public programs and educational materials, and the management of docent activities; supervises the resources and services of the Museum library.
4. Receives and coordinates the processing of all bequests of art; makes determinations on acceptability and disposition; maintains communication with donor's family, executors, trust officers, attorneys and other involved parties; establishes policies and procedures with regard to the deaccessioning of non-Museum quality or surplus objects.
5. Recommends aesthetic standards for the Museum; approves accuracy and quality of photographs and slides; approves and authorizes release of scholarly or historical information about the collection and the Museum's activities for use in public relations and development.

CLASS TITLE: DEPUTY DIRECTOR AND CHIEF CURATOR, ASIAN ART MUSEUM CODE: 3588

EXAMPLES OF DUTIES: (Cont.)

6. Supervises budget development for the curatorial, education, exhibition, library and conservation divisions of the Museum; reports regularly on curatorial and related activities to the Asian Art Commission and its committees.

7. Works with development staff in establishing and maintaining relations with donors and potential donors; prepares proposals for funding.

8. Conducts independent research on specific aspects of Asian Art; lectures and publishes both scholarly and general-audience materials.

DESIRABLE QUALIFICATIONS:

Knowledge, Abilities and Skills: Considerable knowledge of the methods, techniques and procedures involved in the interpretation and exhibition of a museum collection and traveling collections of Asian fine arts; techniques involved in classifying art works; a thorough knowledge of Asian art history from all Asian historical periods; knowledge of Museum-related budget development procedures.

Ability to plan and coordinate the Museum's curatorial functions, including acquisitions, exhibitions, conservation, education and library activities; deal tactfully, courteously, and persuasively with the general public, donors and others; prepare funding proposals; speak and write effectively.

NOTE: This class is exempt from Civil Service examination under Section 3.632 of the Charter.

NEW CLASS

ADOPTED: 2/4/91

#4215c

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT DIRECTOR, ADMINISTRATIVE, CENTER OF ASIAN ART AND CULTURE

CODE: 3589

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, assists the Director in the overall administration of the Center of Asian Art and Culture; directs and supervises the budgetary, financial, building services, security and the public information activities of the museum; performs liaison services with other art and culture organizations concerning museum activities and policies; acts for the Director in his absence and performs related duties as required.

Requires responsibility for: Coordinating and executing policies, methods and procedures relating to the administrative operations of the museum; assists in developing and implementing procedures concerning efficient and economic management of the museum; directing the preparation of important operational, financial and technical records and reports; making continuous responsible contacts with public officials, community groups and representatives of city departments in carrying out administrative responsibilities of the museum.

EXAMPLES OF DUTIES:

1. Assists the Director, Asian Art and Culture, in the formulation, implementation and interpretation of administrative policies and procedures; directs the accounting payroll, personnel, and security, building services and maintenance activities of the department.

2. Directs the preparation of the departmental budget and the maintenance of budgetary controls; serves as finance officer of the center and reviews all requests for funds and inspects expenditures, requisitions for supplies and equipment.

3. Confers with the Director on arrangements for traveling exhibitions; prepares agreements between interested parties relating to exhibitions; supervises the proper distribution of funds; and provides interim and final accounting reports to the Director and interested parties.

4. Directs auxiliary services including security and building and ground maintenance.

5. Prepares and supervises the preparation of a variety of operational records and reports including consolidation of the annual departmental budget; assumes responsibility for the proper maintenance of the center archives and public art archives.

6. Acts as liaison between the various art and culture agencies; prepares a variety of correspondence and public information on museum activities.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree with major course work in public administration, business administration or a closely related field.

Requires at least five years of progressively responsible administrative and office management including budgetary and fiscal analysis and control; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: Administrative principles and procedures; modern office management as applied to the operation of an art and cultural center; existing Charter provisions, ordinances, rules and regulations applicable to the functions of the museum and the museum board; the principles of effective public relations.

CLASS TITLE: ASSISTANT DIRECTOR, ADMINISTRATIVE, CENTER OF ASIAN  
ART AND CULTURE

CODE: 3589

Knowledge, Abilities and Skills: (cont'd)

Requires considerable ability to: Plan, assign and supervise the activities of subordinate personnel; analyze and make recommendations on organizational problems and budgetary and personnel programs; meet and deal effectively and tactfully with other departmental officials, representatives of other organizations and agencies, the general public and the news media; review, evaluate and supervise the maintenance and preparation of a wide variety of departmental records and reports.

PROMOTIVE LINES:

No normal lines of promotion.

ADOPTED: 8/28/75

(new class)

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

CLASS TITLE: ENGLISH READER

CODE: 3590

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs routine duties in correcting students' completed English assignments and examinations in order to prepare them for final grading by faculty; and performs related duties as required.

EXAMPLES OF DUTIES:

1. Receives students' completed homework assignments, term themes, and essay type midterm and final examination papers from the faculty and reads them for content and correctness of expression, including grammar, spelling, punctuation and form.
2. Checks authorities cited in footnotes and bibliographies of students' term papers and other reports.
3. Makes overall evaluation of students' papers according to formulas set forth by faculty members in preparation for grading.

MINIMUM QUALIFICATIONS:

Training and Experience: (1) A baccalaureate degree from a recognized college or university with major work in English, having attained a scholastic rating of Grade B or better in English courses; OR

(2) A baccalaureate degree from a recognized college or university with completion of 20 semester units of upper division English courses at a recognized college or university, having attained a scholastic rating of Grade B or better in English courses; AND

In addition to either (1) or (2) above

(3) At least one year of first-class paid experience within the last five years in writing or editing work; OR as an English reader or English teacher at the secondary school or college level; OR, an equivalent combination of training and experience.

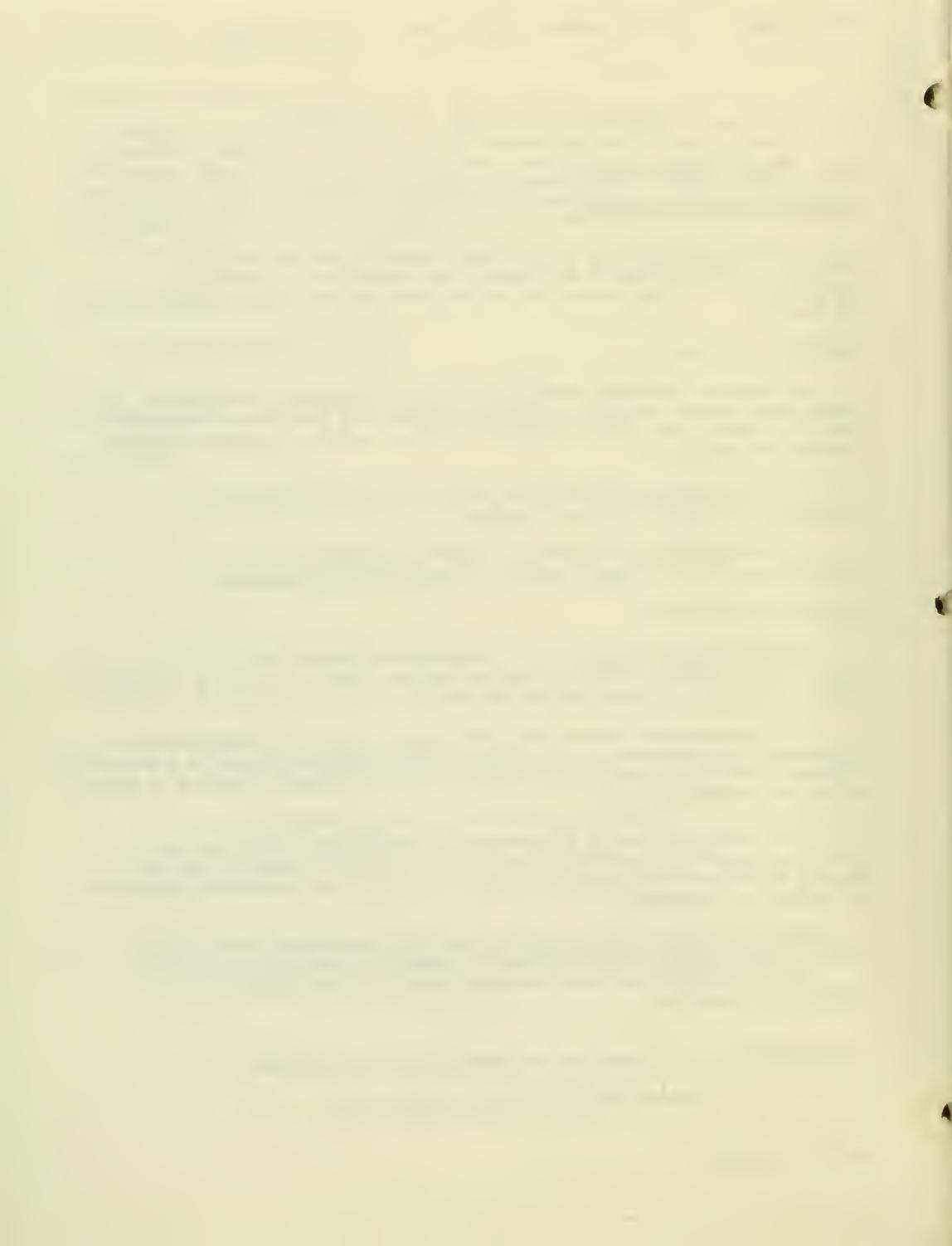
Knowledge, Abilities and Skills: Requires considerable knowledge of: correct English usage, including grammar, spelling, punctuation and form.

Requires ability to: Make accurate corrections and evaluations of students' assignments.

PROMOTIVE LINES: To: There are no normal lines of promotion.

From: Original Entrance Examination

ADOPTED: 10/1/64



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: COLLEGE AIDE

CODE: 3591

CHARACTERISTICS OF THE CLASS:

Under supervision, while enrolled in an educational program of the Community College District, performs a variety of duties related to course of study; learns to perform simple tasks within a given field of activity and may be assigned progressively more responsible non-teaching assignments; and performs related duties as required.

DISTINGUISHING FEATURES:

Positions in this class are to be filled by students eligible under the provisions of various student financial assistance programs. The number of hours to be worked is limited by the terms of such programs and the Charter; all positions are exempt from the civil service examining process.

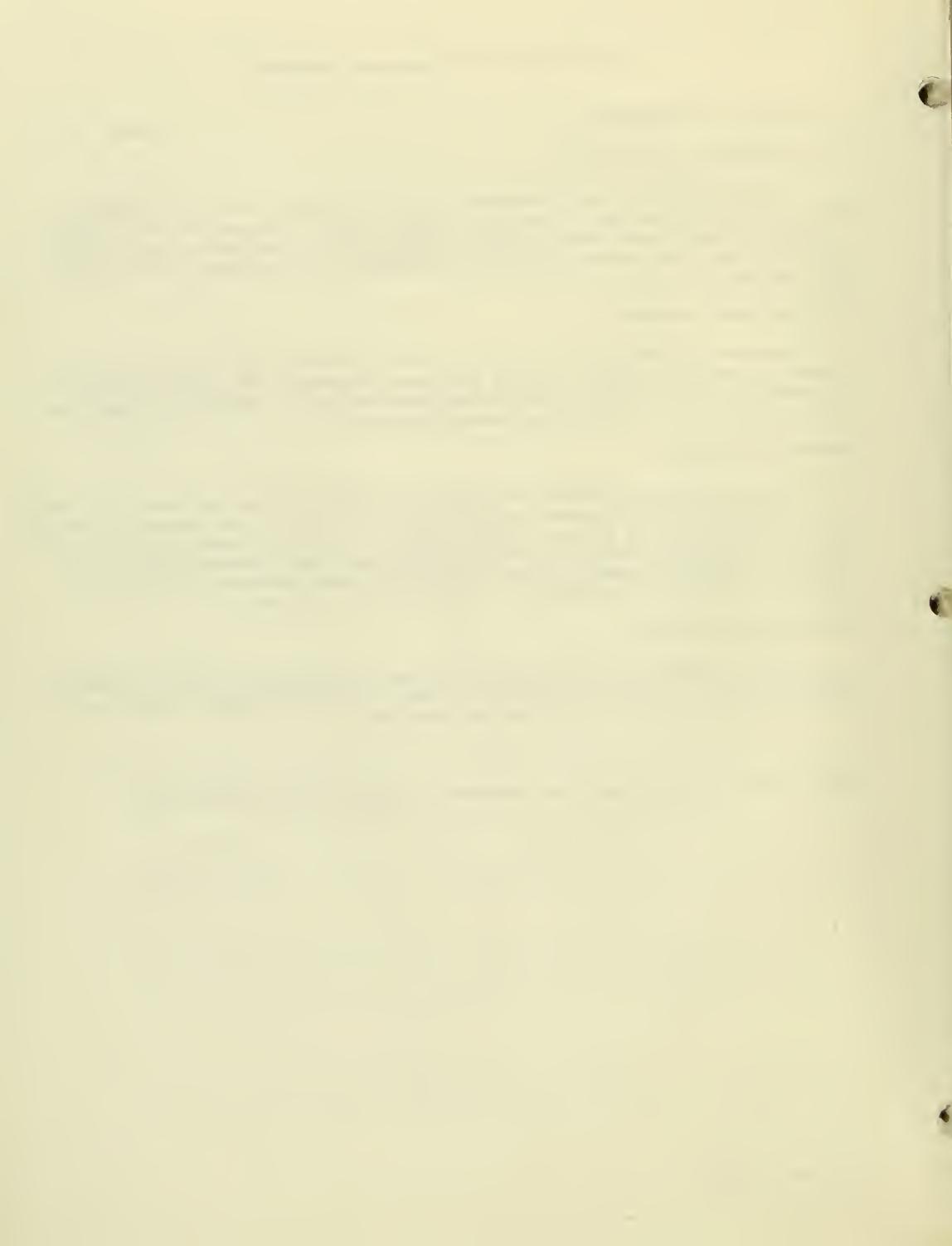
EXAMPLES OF DUTIES:

The duties of this general class will vary depending upon the location to which the student is assigned. Normal duty assignments will be for the purpose of acquiring on-the-job-training at the sub-entry level. Job related duties may be in connection with but not limited to science storerooms, campus landscaping, hotel and restaurant program, campus patrolman, student personnel services, buildings and grounds, instructional departments and administrative offices.

MINIMUM QUALIFICATIONS:

Current enrollment in the Community College is required. Persons appointed to positions in this class must conform to financial need requirements prescribed by the particular program to which they are assigned.

NOTE: This class is exempt from examination (Charter Section 8.300(a)(3)).



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CITY COLLEGE READER

CODE: 3592

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs routine duties in correcting students' completed subject assignments and examinations in order to prepare them for final grading by faculty; and performs related duties as required.

EXAMPLES OF DUTIES:

1. Performs routine sub-professional duties in correcting students' examinations in subject under the supervision of the teacher.
2. Checks authorities cited in footnotes and bibliographies of students' term papers and other reports.
3. Makes overall evaluation of students' papers according to formulas set forth by faculty members in preparation for grading.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree with major course work in subject field.

Requires at least one year of experience within the last five years as a reader in subject field or as a teacher in subject field at a secondary school or college level, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: subject field; correct English usage, including grammar, spelling, punctuation and form.

Requires ability to: make accurate corrections and evaluations of students' assignments.

Subject Fields include the following:

American Civilization	Home Economics
Anthropology	Humanities
Art	Journalism
Business Administration - Business Communication	Mathematics
Criminology	Music
Drama	Nutrition
Economics	Philosophy
Education	Political Science
English	Psychology
French	Russian
Genetics	Sociology
Geography	Spanish
Geological Science	Speech
German	
Health Education	

PROMOTIVE LINES:

To: There are no normal lines of promotion

From: Original Entrance Examination

AMENDED: 9/23/65



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: INSTRUCTIONAL AIDE I

CODE: 3593

CHARACTERISTICS OF THE CLASS:

Under immediate supervision of an instructor or administrator, follows prescribed rules and regulations in carrying out oral and written instructions in relation to instructional programs of a school, including supervision of the playground and on school buses and other areas; carries out lesson plans, classroom assignments and examinations; makes continual contact with students and teachers; maintains and operates instructional equipment; keeps simple records of work completed; and performs related duties as required.

DISTINGUISHING FEATURES:

Instructional Aide I is the entry level in this series. Positions in this class are distinguished from those in class 3594 Instructional Aide II in that incumbents perform less difficult assignments with limited responsibility.

EXAMPLES OF DUTIES:

1. May be assigned to assist small student groups with special academic needs and provides feedback to the instructor as to effective instructional approaches; assists the teacher in identifying students with motivation problems.
2. Provides assistance to students in developing better study habits.
3. Assists in the preparation and maintenance of records and lists not required by law to be kept by Certificated Personnel.
4. Operates audio-visual equipment.
5. Assists in keeping good order and discipline among pupils on field trips and at school activities; may assist school staff in monitoring halls, locker areas, cafeteria, lavatories and other areas of the building.
6. Maintains discipline on the play yard and enforces rules; renders first aid when needed; reports disciplinary problems to the proper authorities.
7. Assists Certificated Staff in loading and unloading school buses and maintains order during transportation.
8. Assists in storing and maintaining equipment and supplies; keeps simple records.

DESIRABLE QUALIFICATIONS:

Training and Experience: Graduation from high school and/or equivalent work experience preferably in working with young people.

Knowledge, Abilities and Skills: Requires knowledge of: teaching methods, instructional media, routine testing procedures, school organization, the role of public schools in the community, and language and behavior patterns of local residents.

Requires ability to: work with children and maintain discipline in groups of students; work with teachers, principals and parents; follow oral and written instructions, learn to use routine implements or equipment.

This class is exempt from examination under the provisions of Charter Section 8.300(a)(2).  
Consolidates 3274 School Children's Monitor  
3595 School Aide I  
3597 School Aide II



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: INSTRUCTIONAL AIDE II

CODE: 3594

CHARACTERISTICS OF THE CLASS:

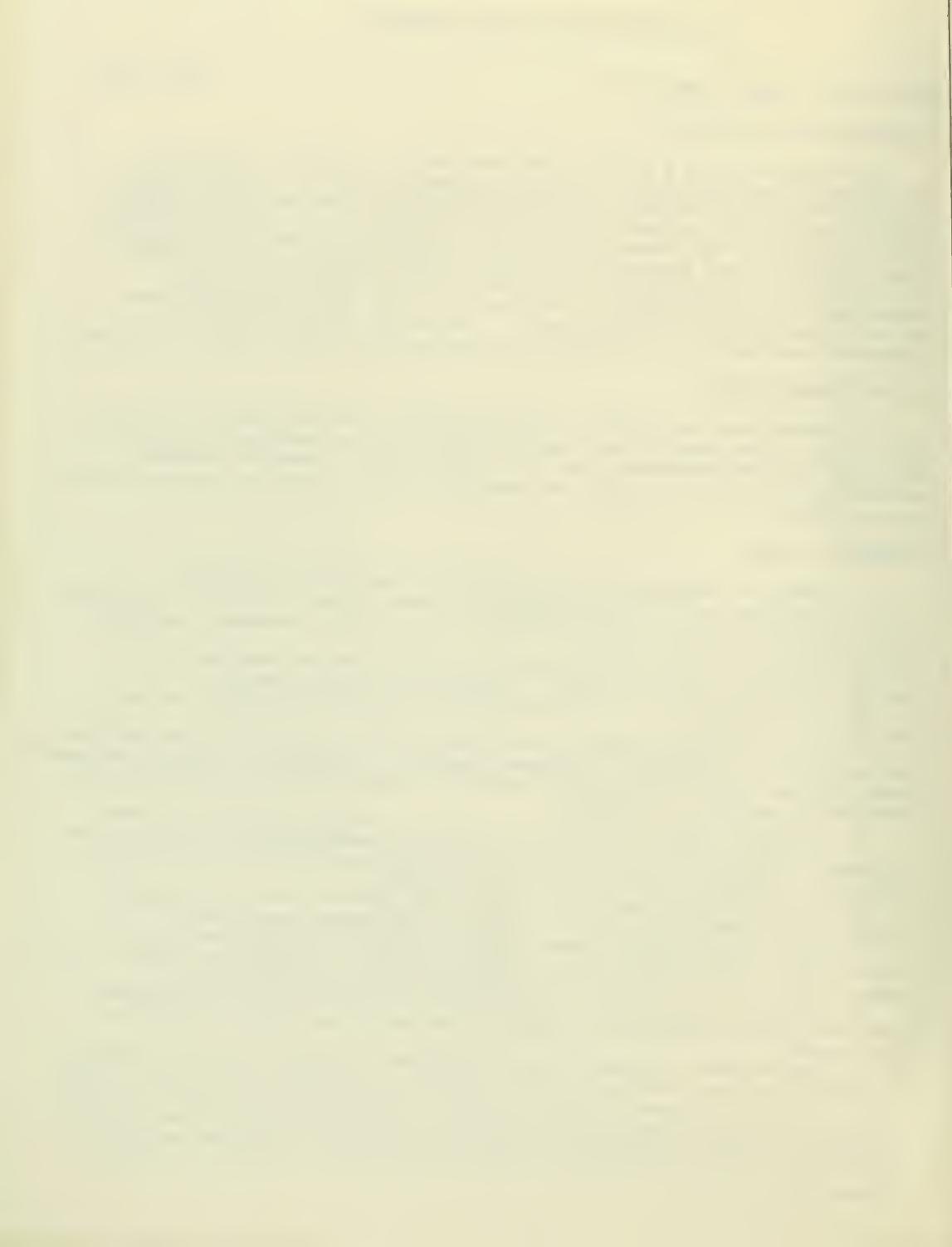
Under supervision of a teacher, department head, or principal, assists in the instruction and supervision of pupils in elementary, junior and senior high schools; assists in correcting papers, proctoring examinations and keeping records; operates instructional equipment; may assist in developing a more positive relationship between parents and community representatives and school district personnel in order to promote a more meaningful educational program; may act as a liaison with the community for the purpose of obtaining and providing information and of developing a better understanding of the needs to be met and resources available; may assist professional staff in assigning students and revising attendance boundaries according to the integration plan; and performs related duties as required.

DISTINGUISHING FEATURES:

An Instructional Aide II works under supervision at the experienced level in this series. Individuals in this class are responsible for carrying out instructions with some degree of independence relative to lesson plans, classroom assignments, examinations, contacts with school administrators, parents, community groups and their representatives.

EXAMPLES OF DUTIES:

1. Assists in planning lessons and preparing instructional materials.
2. Supervises and/or tutors individuals or small groups of students in specific areas. Conducts planned lessons with assigned groups in the classroom. Assists in the explanation of subject matter.
3. Administers tests and examinations, corrects classroom assignments, and maintains individual student profiles. Assists in evaluating students.
4. Prepares and maintains records and lists not required by law to be kept by certificated personnel.
5. Procures, prepares, operates and stores instructional equipment and supplies such as audio-visual materials, projector, laboratory equipment, and teaching machines; issues various supplies and equipment; maintains necessary records pertaining to the instructional equipment and supplies.
6. Maintains classroom discipline to provide a positive learning environment.
7. Assists in keeping good order and discipline among pupils on field trips and at school activities; may assist school staff in monitoring halls, locker areas, cafeteria, lavatories and other areas of the building.
8. Maintains discipline on the play yard and enforces rules and renders first aid when needed; reports disciplinary problems to the proper authorities.
9. May serve as liaison between community, parents, and pupils and school district staff; establishes and maintains contact within neighborhoods or with community groups for the purpose of obtaining and providing information.
10. May assist professional staff in publicizing educational development programs and issuing information with regard to the activities, goals and functions of the programs.
11. May respond to telephone and written requests for assistance and information by referring to Board Policies, project guidelines, directives, files, lists and maps.
12. May perform technical duties related to school integration project planning and implementation such as special program pupil assignments, school attendance permit processing, or school attendance area boundary revision for a specified geographic area or specific grade level schools; assists in carrying out policies of the Board of Education.



CLASS TITLE: INSTRUCTIONAL AIDE II

CODE: 3594

DESIRABLE QUALIFICATIONS:

Training and Experience: Graduation from high school and two years of experience as an Instructional Aide I or the equivalent.

Knowledge, Abilities and Skills: Requires knowledge of: teaching methods, instructional media, test scoring, the school organization, the role of the public school in the community, and school regulations.

Requires skill and ability to: work with small and large groups of pupils; communicate and work with young people; act quickly and effectively in emergencies; relate to and work with people from diverse ethnic or special orientation/socio-economic groups in School District; develop and maintain good communications with staff and public; deal courteously and effectively with others. Must show a sincere interest in achieving the objectives of School District programs, and be prepared to acquire increased knowledge in promoting educational-development through improved community-school relations.

This class is exempt from examination under the provisions of Charter Section 8.300(a)(2).

Consolidates  
✓ 2412 School Laboratory Assistant  
✓ 3598 School Aide III  
✓ 9972 School Community Relations Assistant

ADOPTED: 12-5-77



SAN FRANCISCO CIVIL SERVICE COMMISSION

(AMENDED)

CLASS TITLE: SCHOOL AIDE I

CODE: 3595

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, and in the capacity of a trainee, performs various duties in connection with the instruction and supervision of students in elementary, junior and senior high schools, and in connection with the operation of school libraries.

Requires responsibility for: Following prescribed rules and regulations in carrying out specific work assignments in relation to the instructional and administrative program of a school including supervision of the playground and on school buses and other areas.

EXAMPLES OF DUTIES:

1. May be assigned to assist small groups or individuals who need special attention.
2. May act as a liaison between the school and the student's home when this is appropriate.
3. Maintains discipline on the play yard and enforces rules and renders first aid when needed. Reports disciplinary problems to the proper authorities.
4. Supervises children in the cafeteria and in the building.
5. Assists certificated staff in loading and unloading school buses and maintains order during transportation.
6. Assists in routine work of storage and maintenance of equipment and supplies and of keeping simple records.
7. Assists in providing for health care needs of students and functions as a liaison between them and school nurses.
8. May perform various routine phases of library work in the ordering and processing of library books and other instructional material for the schools and keeping related records and files.

MINIMUM QUALIFICATIONS:

Training and Experience: Experience working with young people is desirable, but high school graduation is not required.

Knowledge, Abilities and Skills: Requires ability to: Work with children and maintain discipline in groups of students; work with teachers, principals and parents; follow oral and written instructions; learn to use simple implements or equipment.

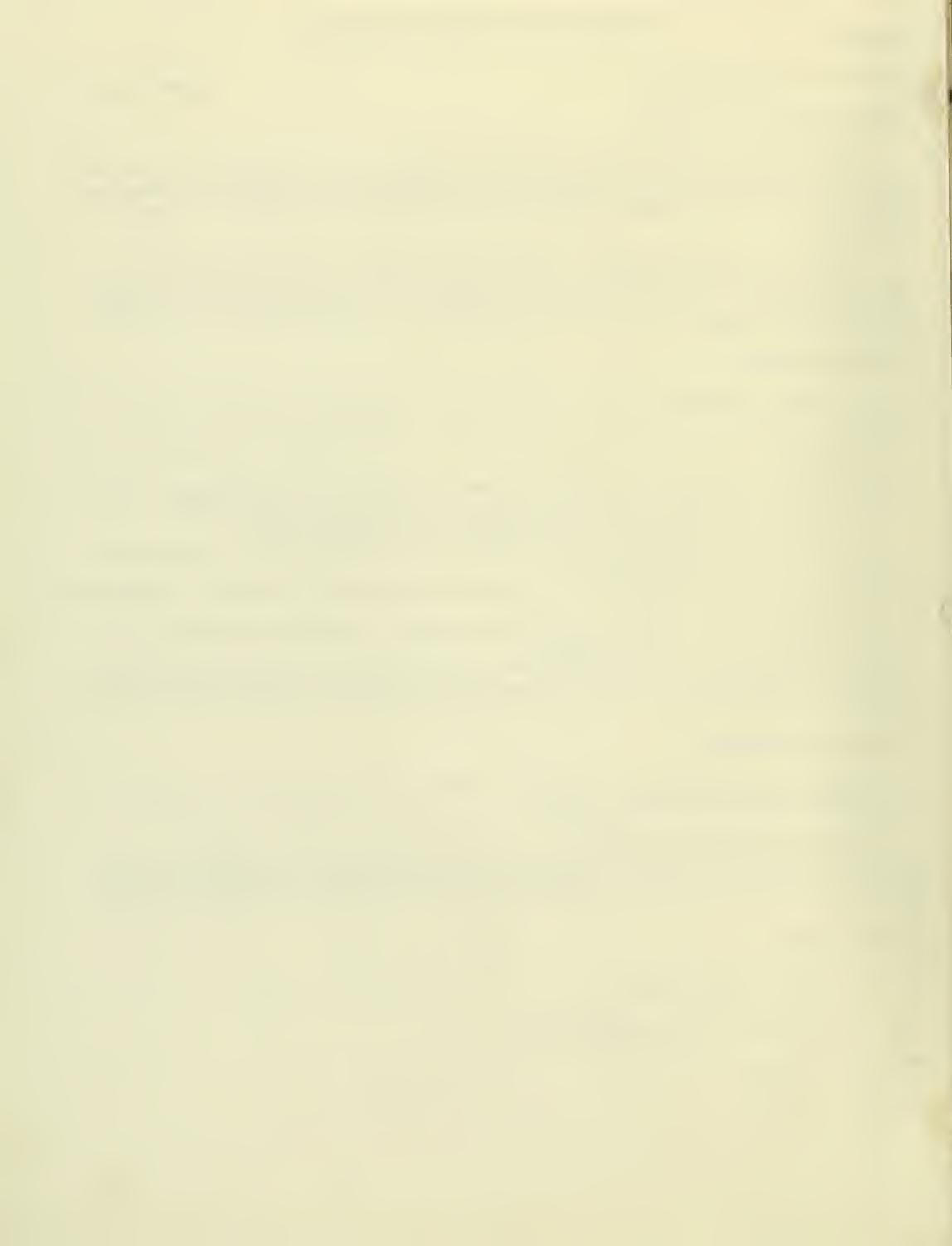
PROMOTIVE LINES:

To : 3597 School Aide II

From: Original entrance examination

ADOPTED: 9/29/69

AMENDED: 9/21/70



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: TUTOR, SAN FRANCISCO UNIFIED  
SCHOOL DISTRICT

CODE: 3596

CHARACTERISTICS OF THE CLASS:

Under the immediate direction of a certificated teacher, coaches students in school subjects before, during, or after the regular school day. Instructs students in the use of dictionaries, reference manuals, library catalogs; instructs students in study methods and techniques; helps to give additional information and interpretation of homework assignments to pupils; and performs related duties as required.

Requires responsibility for: obtaining the co-operation and trust of students; consulting with certificated teachers relating to the program and subject matter; enforcing proper and efficient discipline at a study center or other locations; frequent contact with teachers, students, and other departmental personnel.

EXAMPLES OF DUTIES:

1. May be in charge of certain assigned areas of a study center under the immediate direction of a certificated teacher.
2. Tutors and coaches students in classwork assignments; supervises and checks their work for completeness, correctness, and proper methods and study schedules.
3. May supervise the issuance of supplies, textbooks, reference books and manuals.
4. Compiles data for student records such as test scores, school grades, and other data that may be required.
5. Interprets rules, answers questions students may ask and provides specific services and assistance to students as required in the program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of two years of college.

Knowledge, Abilities and Skills: Requires a good knowledge of: the general operations of a school system and of the specialized services available in the school or community.

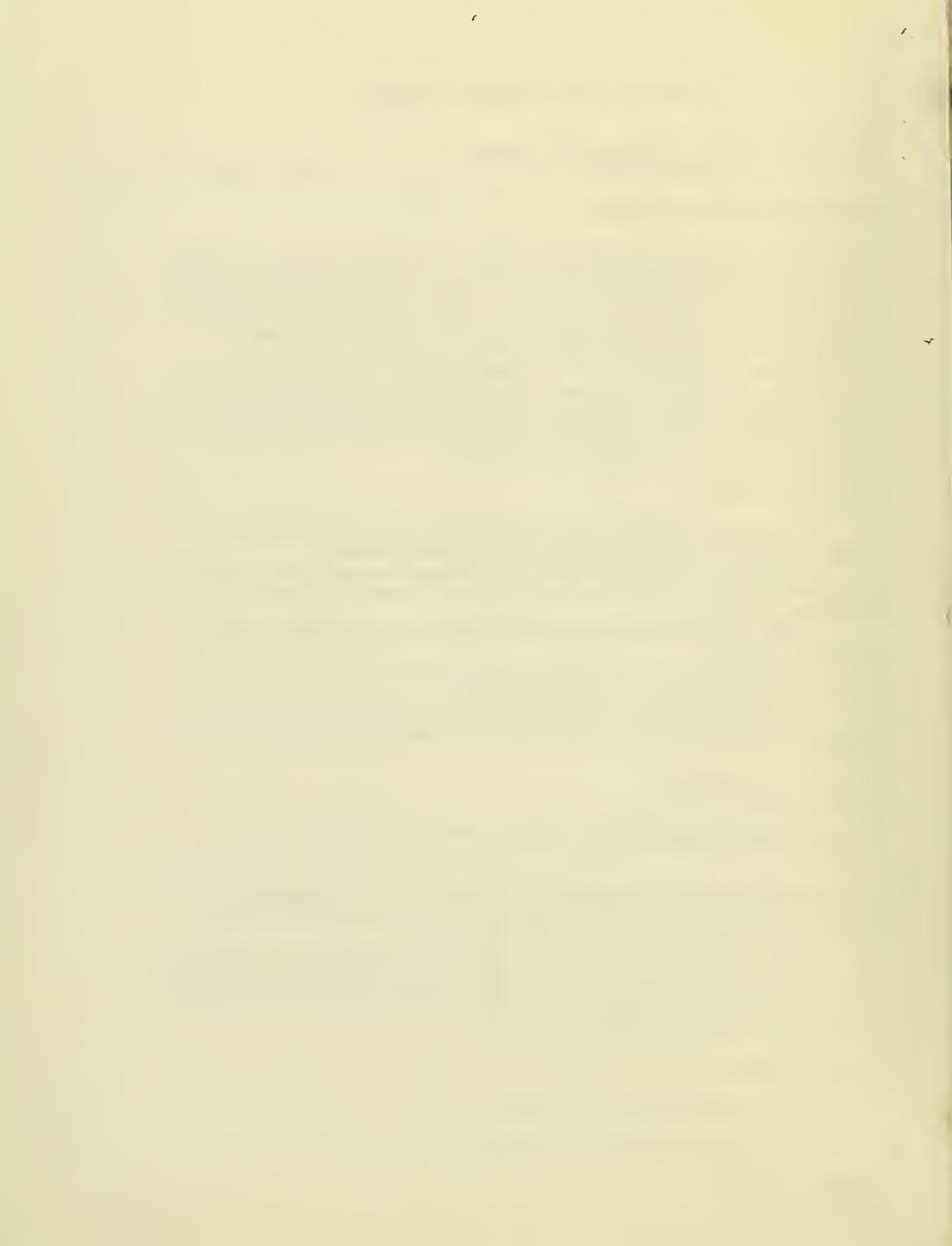
Requires ability to: interpret the rules and regulations governing the tutorial program of the San Francisco Unified School District; supervise and direct the work of students; keep records and prepare reports; establish and maintain friendly and co-operative relations with students, teachers and other departmental personnel.

PROMOTIVE LINES:

To: No normal lines of promotion.

From: Original entrance examination.

ADOPTED: 2/10/66



(RETITLED)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SCHOOL AIDE II

CODE: 3597

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, works with an instructor or administrator to provide a flexible and sustained approach to student academic and motivation problems; assists in record keeping activities associated with the classroom environment.

Requires responsibility for: Carrying out oral and written instructions; carrying out lesson plans, classroom assignments and examinations; making continual contact with students and teachers; the efficient care and operation of instructional equipment; keeping simple records of work completed.

EXAMPLES OF DUTIES:

1. May be assigned to assist small student groups with special academic needs, and provides feedback to the instructor as to effective instructional approaches.
2. May tutor students who require individual attention.
3. Assists in providing sustained attention to students with motivation problems.
4. Operates audio-visual equipment.
5. Assists in the preparation and maintenance of records and lists not required by law to be kept by certificated personnel.
6. Assists in keeping good order and discipline among pupils on field trips and at school activities; may assist school staff in monitoring halls, locker areas, lavatories, and other areas of the building.

MINIMUM QUALIFICATIONS:

Training and Experience: Completion of one year of college and experience working with young people.

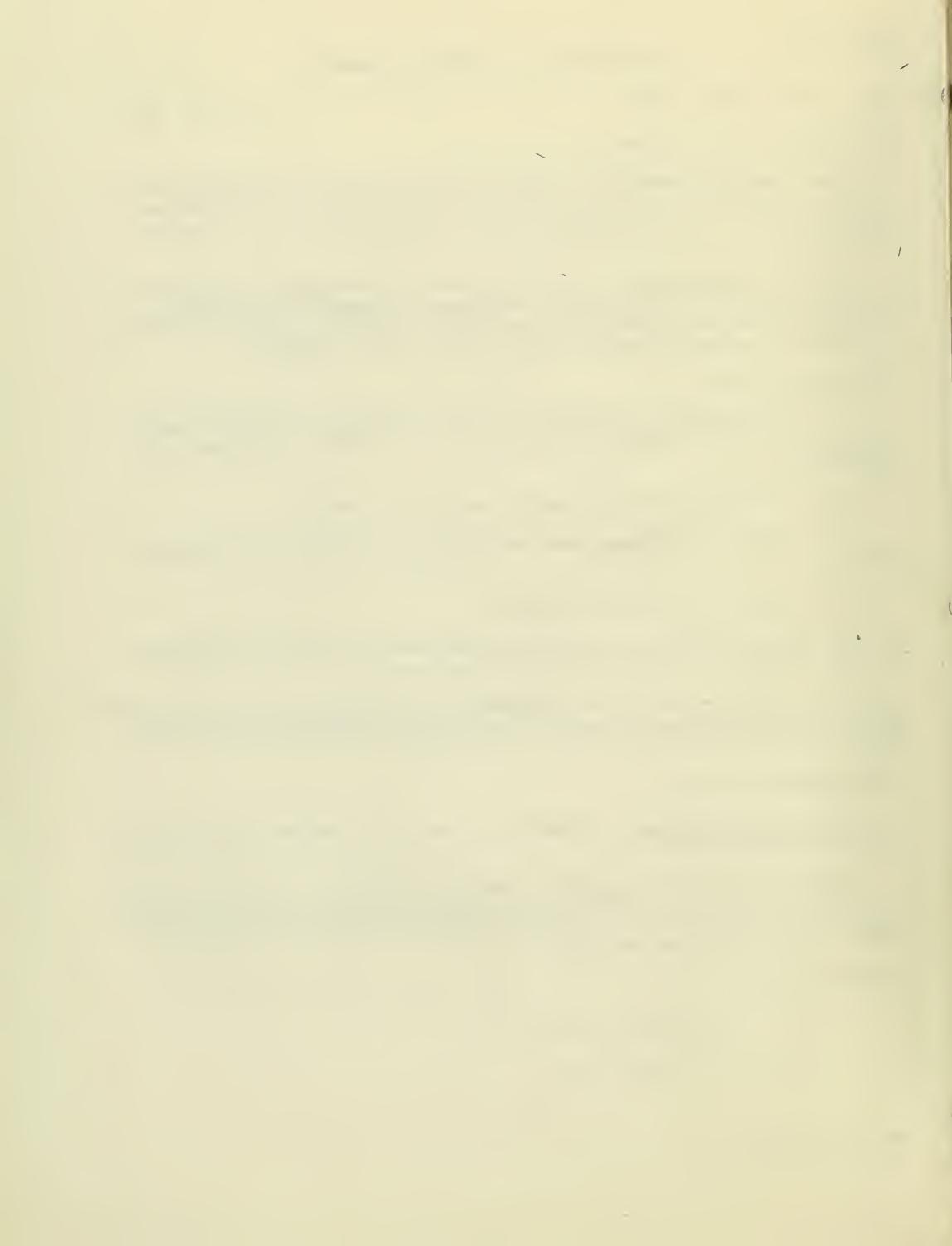
Knowledge, Abilities and Skills: Requires knowledge of: Teaching methods, instructional media; test scoring; understanding of school organization and the role of public schools in the community; community institutions; language and behavior patterns of local residents.

PROMOTIVE LINES:

To : 3598 School Aide III

From: 3595 School Aide I

ADOPTED: 9/29/69



(NEW CLASS)

CONSOLIDATES CLASSES:

3596 TUTOR

3598 SCHOOL ASSISTANT

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SCHOOL AIDE III

CODE: 3598

CHARACTERISTICS OF THE CLASS:

Under immediate supervision of a teacher, department head, or principal, assists in the instruction and supervision of pupils in elementary, junior and senior high schools; assists in correcting papers, proctoring examinations and keeping records; operates instructional equipment; and performs related duties as required.

Requires responsibility for: Carrying out instructions relative to lesson plans, classroom assignments and examinations; explaining and enforcing school procedures and practices; and the efficient care and operation of instructional equipment.

EXAMPLES OF DUTIES:

1. Assists in correcting classroom assignments and examinations and in proctoring examinations.
2. Assists in the explanation of subject matter and in carrying out lesson plans and organized activities.
3. Procures, operates and stores instructional equipment such as audio-visual materials, projectors and teaching machines; issues various supplies and equipment; maintains necessary records pertaining to the instructional equipment and supplies.
4. Assists in the preparation and maintenance of records and lists not required by law to be kept by certificated personnel.
5. May attend meetings with teachers and/or parents and may assist in establishing liaison between parent, teacher, and community.
6. Assists in keeping good order and discipline among the pupils on field trips and at school activities; may assist in monitoring of halls, locker areas, lavatories, play areas, and other areas of the building.
7. May tutor students and assist them in developing better study habits.

MINIMUM QUALIFICATIONS:

Training and Experience: Preference is given to candidates with successful completion of two years of college with a certificate in teacher assisting; other acceptable candidates must have successful completion of two years of college, plus experience working with young people.

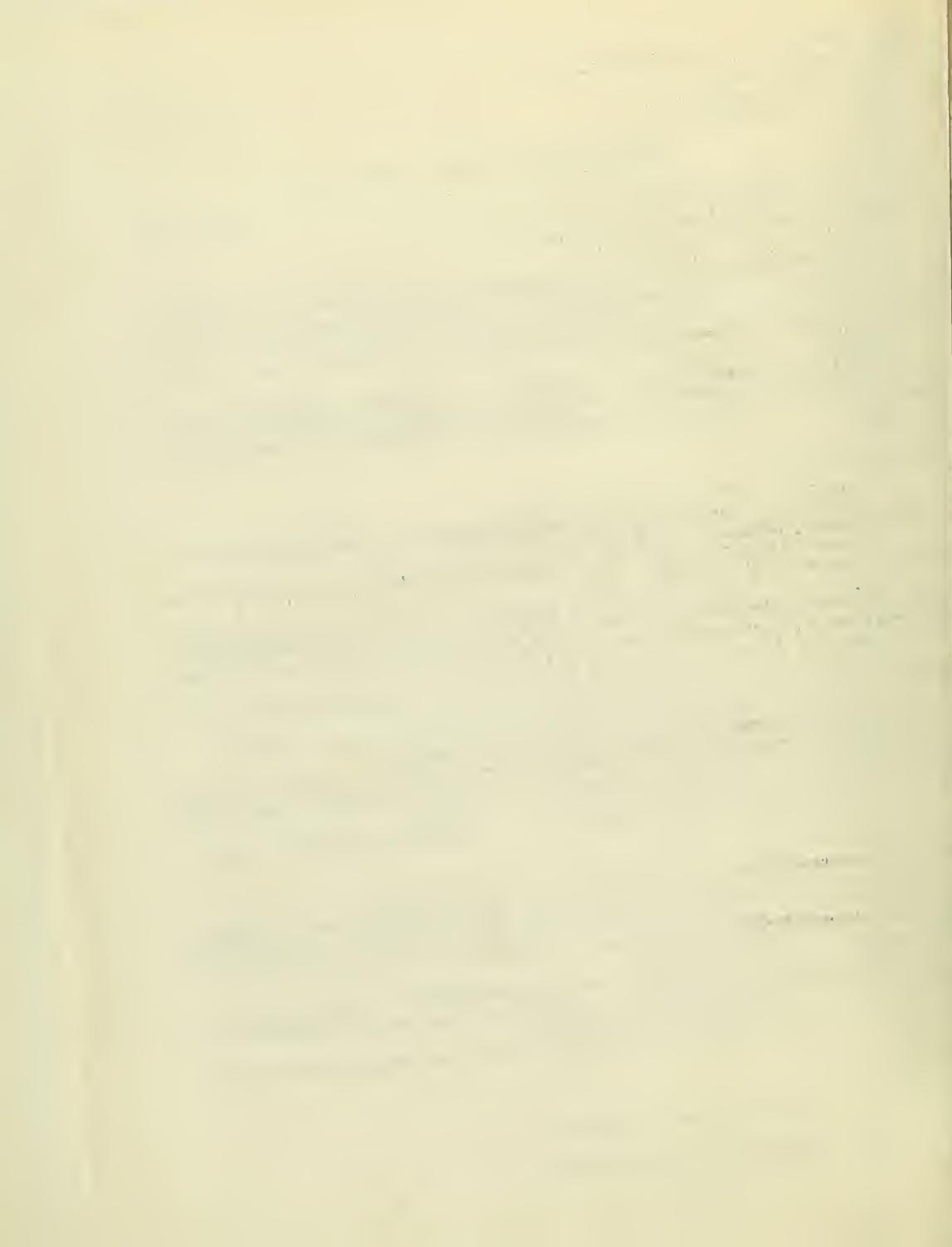
Knowledge, Abilities and Skills: Requires knowledge of: Teaching methods, instructional media, test scoring and an understanding of school organization and the role of the public school in the community.

Requires skill and ability in working with small and large groups of pupils.

PROMOTIVE LINES:

To : No normal lines of promotion

From: Original entrance examination  
3597 School Aide II



(NEW CLASS)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: TECHNICAL INSTRUCTIONAL ASSISTANT,  
GUIDANCE AIDE

CODE: 3599

CHARACTERISTICS OF THE CLASS:

Under immediate supervision of professional guidance staff and Assistant Director, coordinates all guidance services provided by Student Service Center; conducts pre-screening interviews with students; administers initial guidance test and pre-GED tests, performs receptionist duties for the Center; and performs related duties as required.

DISTINGUISHING FEATURES:

This position is responsible for screening students seeking employment and educational counseling and recommending appropriate counseling or other assistance. The incumbent of this position must be able to deal effectively with the public, particularly young adults and have a thorough knowledge of resource information concerning opportunities and educational facilities.

EXAMPLES OF DUTIES:

1. Conducts pre-screening interviews with students; administers and scores initial guidance tests and assembles all data requested by professional counseling staff.
2. Schedules and reschedules guidance appointments between students and professional guidance staff; maintains guidance files for each student.
3. Provides guidance and educational information to adults visiting or telephoning the Student Service Center.
4. Performs receptionist duties for the Center.
5. Prepares the office for daily use by students and staff.
6. Attends meetings; keep timerolls and prepares monthly summary reports.

DESIRABLE QUALIFICATIONS:

Training and Experience: Completion of high school, supplemented by at least three years of progressively responsible inservice training preferably in paraprofessional guidance or social service.

Knowledge, Abilities and Skills: Requires knowledge of: the principles, practices and routine procedures in a guidance office; testing criteria and methods.

Requires ability to: establish and maintain friendly and cooperative relations with counselors, students and other departmental personnel and outside agencies.

Note: This class is exempt from examination under provision of Charter Section 8.300 (a)(2).

ADOPTED: 1-7-80

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